Veterinary Nurse Assistant

FLSA Status: Non-Exempt

Summary

As the region's largest open admission shelter, ACCT Philly's medical program depends on skilled, caring, communicative individuals in order to provide the highest level of care for its animals. The Veterinary Nurse Assistant is one of the primary positions responsible for monitoring, examining and administering medical treatments to the shelter's many animals. This position works alongside a team of other Veterinary Nurses, managers and veterinarians to ensure timely and humane care for thousands of animals every year of various species, stages of health, and dispositions in both the clinic and the shelter setting.

Core Responsibilities

- Provide all aspects of care for sick shelter animals including cage cleaning, exercising, feeding, monitoring for illness, performing diagnostic tests, following strict disease prevention protocols and administering all necessary medical care
- Provide assistance with foster, recently adopted and shelter animals including helping during exams, animal restraint, grooming, administering vaccines and treatments, client education, prescription filling and medical record entry
- Complete and record thorough medical examinations
- Read and interpret medical records to determine vaccination status and medical needs
- Perform intake examinations, administer vaccinations and medical treatments for shelter animals (which includes fractious or fearful animals)
- Assist with training new Medical Nurses and Nurse Assistants when needed
- Working cooperatively with other staff members, perform general cleaning of all areas to maintain a clean, odor-free clinic and shelter. Maintain clinic and surgical equipment such as microscopes and packs; assist in maintaining healthy, safe, sanitary, pleasant and clean facilities for the animals under the care of the Animal Care and Control Team of Philadelphia at all times.
- Perform common laboratory tests, complete forms for out-of-house laboratory, file and scan lab test results, clean laboratory areas, perform related data entry
- Obtain certification in euthanasia and perform and assist with euthanasia
- Obtain certification in specimen preparation for rabies testing through the Health Department and perform and assist with specimen preparation
- Admit and release animals in a responsive, courteous and tactful manner and through managed recordkeeping, inform volunteers, staff and the public of any pertinent medical information regarding an animal's care; assist staff and volunteers whenever necessary to assure smooth, courteous handling of the public and their pets.
- Work courteously and cooperatively with staff and volunteers to ensure that all established procedures and policies of the Animal Care and Control Team of Philadelphia are followed; follow established procedures governing safe work practices including but not limited to wearing protective clothing/equipment when necessary; perform duties in a manner which encourages attainment of goals, contributions and business set for the Animal Care and Control Team of Philadelphia and its programs
- Treat people and animals with respect; contribute to effective teamwork; foster public relations beneficial to the Animal Care and Control Team of Philadelphia and its programs; promote a humane and caring attitude towards all animals and treat all animals humanely, properly and with compassion at all times, regardless of circumstances and including those animals that are sick, wild, feral or aggressive

- Perform all other duties of the Veterinary Nurse Assistant position as required The intent of this job description is to provide a representation of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Employees may be directed to perform job-related tasks other than those specifically presented in this description.

Qualifications

The ideal candidate is organized and detail oriented; is personable, outgoing, patient, professional and able to get along well with a variety of people; has strong written and verbal communication skills; possesses maturity and good judgment; has the ability to remain pleasant and calm even in stressful situations; is comfortable and able to work with animals of unknown disposition and those who may exhibit medical and other problems as well as aggressive tendencies; willingness and ability to learn and maintain knowledge of small animal behavior and health, common issues and ways to address them; ability to problem solve and work with minimal supervision; ability to accommodate varied assignments and schedules; ability to lift and move objects and animals weighing up to 50 lbs for short distances and to humanely restrain an animal. Must have a sincere interest in the work, program and mission of ACCT Philly.

Education and Work Experience

- High school diploma or equivalent
- Some college, trade, vocational school, college or further education in veterinary assistance or technology preferred.
- At least one year of paid, full-time experience in a position that requires care and handling of dogs and cats, such as kennel technician, veterinary assistant, or daycare/boarding attendant.
- At least six months of experience in a role that involves data entry, record-keeping, scheduling or point-of-service software systems

Compensation: $16.25 training rate $17.75 per hour after training (adjusted for paid animal care

experience)

Position Status: Non-Exempt

Immediate Supervisor: Medical Supervisor

Work Environment

ACCT Philly is a 24/7 operation and it is currently open to the public 10am to 6pm daily including on weekends and holidays, and may have as many as 300 interactions with the public in a given day, including with volunteers and rescue partners. The shelter operates at a fast pace and experiences rapid turnover of clients. While performing the duties of the job, employees are frequently exposed to animal odors and high levels of animal noise.

Hours

Work schedule including days and hours may vary according to the needs of the organization, may include weekends, nights, and holidays. This position is FLSA non-exempt status and eligible for overtime. This is a Union position.

_____

_____

Signed

Date