



**Pet Network Humane Society**  
**Position Description**

**Job/Position Title:** Licensed Veterinary Technician      **Status:** Nonexempt      **Date:** October 2023

**Primary Purpose:** The Licensed Veterinary Technician (LVT) works with the Director of Community Medicine, veterinarians, veterinary assistants and CSRs to ensure a high level of care for all patients at the Pet Network Community Hospital. This includes a variety of surgical, medical, educational, and clerical duties. The Licensed Veterinary Technician performs these duties either independently with minimal supervision, operating from specific directions and instructions, or under the direct supervision of the Hospital Directors. The LVT elicits the help of veterinary assistants in performing these tasks. Veterinarians are available full time to assist and educate in any new procedures for which the LVT does not feel proficient.

**Reports to:** Director of Community Medicine/Hospital Medical Director

**Essential Duties/Responsibilities:**

**1. Surgical**

- Assist the Community Hospital Director in surgery by preparing and delivering anesthesia medications, placing catheters, endotracheal intubation, surgical preparation of animals, anesthesia monitoring, and post operation recovery.
- Prepares comprehensive oral health assessment and treatment (COHAT) procedures including surgical preparation, performing dental radiographs, scaling and polishing teeth, applying plaque barrier gel, suturing gingival flaps, and monitoring animals during anesthesia recovery. The LVT works directly with the veterinary assistants while performing these duties.
- Prepare the surgical suite for general surgery. Prepares necessary surgical supplies, ensures proper paperwork is available and completed and animals are fasted for surgery.
- Assists in surgeries when needed. This includes scrubbing in, gowning up, retracting tissues during procedures, holding bones during fracture repairs, suturing skin.
- Independently prepares animals for surgery during high volume spay/neuter days including administering drugs, intubating animals, clipping sites for surgery, administering vaccines and microchips, and performing nail trims. Need to be able or willing to learn to intubate animals from 1.5 pound kittens to large dogs independently in a reasonable time frame.
- Contributes to cleaning, packing, and autoclaving of surgical instruments and other duties related to maintaining a clean and organized surgical suite.

**2. Medical**

- Performs daily treatments associated with inpatients including performing TPRs, delivery of IV medications, administer daily treatments, monitoring fluids, feeding, cleaning, and collection samples (e.g. blood, urine) for analysis. This will also include observing the progress of the animals, bringing concerns to the attention of the Community Hospital Director and documenting findings and treatments prescribed.

- Must safely perform proper restraint and handling of all animals that are received at the Community Hospital. This will include restraint for examinations, vaccine and medication administration, and other procedures. At times this may involve the handling of difficult animals and feral animals.
- Assists with the medication and supply inventory, ordering, and receiving and should have a general knowledge of where supplies are located and their general indications for use. Assists in keeping the treatment, dental and exam rooms and surgical areas stocked with necessary drugs and supplies.
- Performs technician exams and administers vaccines to established patients
- Helps maintain controlled drug logs and inventory under the supervision of the Community Hospital Director.
- Participate in disaster preparedness and response activities for the Community Hospital and community as it pertains to pet related needs.
- It may be required to become Euthanasia certified. This would allow the certified person to perform animal Euthanasia under the supervision of the Hospital Medical Director.

### **3. Educational**

- Educates adopters and the general public about routine health care information. Will be required to obtain knowledge and understanding of diseases and conditions most common seen at Pet Network Community Hospital and Shelter. Is able to explain when necessary, the treatment/procedures to owners, adopters, fosters, and staff members. Represents the humane society well by providing good customer service.
- Be familiar with and adopt common Fear Free practices and Adopters Welcome in keeping with Pet Network policies.
- Provides input and insight into ways in which the community hospital can improve in terms of quality and efficiency.
- Attend and participate in departmental and Community Hospital meetings. Attend educational venues as recommended and approved.

### **4. General**

- Ensure accurate personal time records are made via the payroll time management software.
- Must possess a high level of computer competency to be utilized for data input, content creation, appointment scheduling, and telehealth purposes.
- Maintains cleanliness in all workstations including sweeping, mopping, restocking and laundry.
- Knows, understands and follows procedures and policies of the Pet Network Humane Society.
- Maintain and promote a positive public image standard relevant to the Pet Network Humane Society.
- Occasionally help promote fundraising activities and solicit support for the agency overall.
- Interact with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
- Report any safety hazards, accidents or unsafe use of Community Hospital equipment.
- Performs other duties as assigned/required.

### **Working Conditions:**

Air conditioned surgical suite, dental suite, exam rooms, clinic treatment area, kennels or other areas where animals may be housed.

### **Equipment Use:**

- Community Hospital and shelter software programs (Shelterluv and Ezyvet) and payroll time management software (Paychex). Computer, phone, printer, fax, copier and other office equipment.
- Medical and surgical equipment including anesthetic machine, anesthesia monitoring equipment, dental machine, fluid pumps, syringe pumps, suction, cautery machines, X-ray machine, autoclave,
- laboratory equipment, including Idexx blood and urine analyzers, microscope, centrifuge, dip-Quick stain.
- Animal care and restraint equipment such muzzles, catch gloves, and specialized carriers.

**Mental Demands:**

- Must contain high learning agility, willingness and ability to obtain veterinary medical knowledge as it pertains to this position.
- Must possess strong organizational, time management and communication skills.
- Must work collaboratively, working effectively as part of a team to accomplish the organization's goals.
- Requires exceptional attention to detail, courteous and professional demeanor, and strong interpersonal skills to communicate successfully with a variety of people.
- Requires an innovative and solution-oriented attitude with the ability to quickly problem solve in varying situations.
- Requires the ability to take initiative on organization based projects while working with minimal supervision and direction.
- Must have the ability to healthy manage high stress situations such as animal emergencies, high work volume, and difficult medical decisions which may result in euthanasia.

**Physical Demands:**

- Must be able to lift at least 50 pounds and be able to hold and restrain animals of all sizes.
- The majority of duties will require the veterinary tech to be on their feet.
- Should be able to handle animals of various sizes and temperaments and have adequate reflexes to deal with shy, fearful or potentially aggressive animals.
- Must be able to work at a fast and efficient pace while maintaining safety and health standards for both the workers and the animals.
- Must be able to respond quickly to emergencies.

**Minimum Requirements:**

- Veterinary technician license in the state of Nevada or ability to acquire a license within a reasonable time frame
- Previous experience and/or exposure to shelter medicine and spay and neuter programs is helpful.
- Must be familiar with Nevada laws relating to tasks that can be performed by a licensed veterinary technician (LVT) versus a vet assistant and the difference among immediate, direct and indirect supervision by a supervising veterinarian.
- Sign and follow the Pet Network Workplace Culture Agreement.
- Familiarity with animal diseases, behavior and care.
- Familiarity with the handling of animals, particularly dogs and cats.
- Public relations and customer service skills.
- High school graduate or GED.
- Experience with MS Office, Excel and Google Office preferred.

**General Qualifications:**

- Must be willing to support the mission of the Pet Network Humane Society.
- Knows, understands and follows procedures and policies of the Pet Network Humane Society.
- Must adhere to all local laws regarding personally owned animals.
- Must treat all animals humanely, with love and concern both on and off the job.
- Positive attitude a must!

**Work Hours:** Part time hourly position, up to 28 hours a week, 1-3 days per week. Individual schedules may vary.

**Benefits:**

Sign on Bonus

**Wage range:**

\$31 to \$35 per hour

