

**Job Title:** Humane Society of Greenwood Veterinary Technician

**Reports to:** Executive Director, Director of Operations, Veterinarian

**Works closely with:** Veterinarian, Medical Care Staff, Executive Director, Director of Operations

### **Full-time position**

**Summary** The Vet Tech performs duties which may include preparation of animals for surgery, assisting veterinarian with procedures and surgery and maintaining the clinic in a clean and orderly manner. Daily operations such as animal intake medicine, medical updates. Candidates must have excellent customer service skills, excellent phone skills with a positive and friendly attitude, and a desire to help. This position requires knowledge about pet services, animal vaccinations, familiarity with various pet health conditions, as well as quick learning ability.

- Examining animals and checking vitals in preparation for the Veterinarian
- Taking X-rays of animals
- Administering first aid for emergencies
- Administering medication and treatments
- Drawing blood samples for testing
- Monitoring animals under anesthesia

### **Job Responsibilities**

- Under immediate supervision of Veterinarian, provide surgical assistance.
- Under direct supervision of Veterinarian, Assist the veterinarian by setting up procedures, helping maintain the flow of patients, adhering to standards that keep animals safe, and keeping treatment areas and labs clean and organized
- Ability to efficiently pre-medicate and induce patients, intubate animals and prepare all patients for surgery
- Administer medications and vaccinations, and help maintain clinical records in shelter database
- Assist in the provision of medical and surgical care of animals in the shelter
- Knowledge and ability to intake and release patients, including delivering post-operative instructions in a competent and friendly manner
- Takes inventory and prepares clinic supply order on a weekly basis
- Assist with cleaning clinic and surgical pack preparation if needed.

- Ability to assist with euthanasia
- Position is based mostly within the medical department but will also include assisting in the care of some shelter animals.
- Work well independently and also as part of a team to perform responsibilities listed
- Must be able to recognize or learn to recognize characteristics of animal behavior (for example: be able to identify aggressive or fearful behavior) before handling any animals.
- Must be able to use appropriate safety equipment for fractious or feral animals (will train) - the use of safety equipment is mandatory.

**Qualifications, Skills, and Abilities:**

- CVT status and shelter experience is preferred but not required
- Computer experience required
- Experience with animal handling and restraint, animal health, behavior assessments
- Experience with giving intravenous injections and intubating animals for surgery
- Some experience in anesthesia and surgery is required and a willingness to learn the abilities not yet experienced
- Applicants must be self-motivated, willing to challenge their physical and mental abilities
- Must possess excellent reflexes. Should be able to identify own limitations.
- A strong commitment to the welfare and proper treatment of animals is required
- Positive attitude and professional demeanor, proactive team player.
- Comfortable within a team environment
- Thrive in a fast paced environment with the ability to perform under pressure
- Punctual with availability to work some evenings and weekends
- Ability to work independently in a fast paced environment, handle fluctuating priorities and multiple projects.

## **Work Conditions**

Some days are spent in a high-volume surgery environment. Most days are within the facility performing general shelter medical practices for the health and wellbeing of all animals. Work is performed in a high noise area. Exposure to industrial cleaning chemicals, fumes, dust, animal feces, zoonotic diseases (can be passed from animal to human), bites and scratches. Safety procedures must be adhered to at all times. The veterinary technician is a key member of the medical staff and surgical team; the responsibilities described above are necessary to perform the duties of this position but should not be construed as a complete description of all the requirements that may be inherent in the position. We are managing both the County Animal Shelter and The Humane Society of Greenwood. Shelter medicine in our strategy in order to provide medical care to the wide range of animal care situations we contend with daily.