

Job Description

Job Title: Veterinary Technician
Department: Veterinary Center
Job Code: Non-Exempt
Reports To: Veterinarian
Job Status: Full-Time and Part-Time
Revision Date: May 17, 2017

Essential Duties

Under the leadership of the Veterinary Center Director and working in partnership with veterinary staff, provide excellent patient and people care in a veterinary clinic and animal shelter setting. Care for up to 200 cats and dogs per day working in cooperation with Humane Society staff and volunteers.

Tasks and Responsibilities

- Administer injections such as anesthetics, pain medications, vaccinations and other medications. Provide treatments, and supportive care as directed by HSWC Standard Operating Procedures and attending Veterinarian. Intubate animals, place intravenous catheters, perform venipuncture and administer fluids as needed. Monitor vital signs of sedated and anesthetized patients in preoperative, operative, and postoperative phases.
- Maintain medical supplies inventory, including emergency drugs.
- Ensure that supplies are in-date.
- Ensure that anesthetic machines, pulse oximeters, scales, and other equipment are functional. When equipment is not working properly report to Veterinary Center Director.
- Maintain all necessary controlled substance drug logs and patient records.
- Stay current in knowledge of emergency drugs and protocols.
- Communicate in effective and professional manner with public and all HSWC staff and volunteers.
- Possess working knowledge of basic veterinary medical concepts, including, but not limited to vaccine protocols and anesthetic risks. Be able to communicate such information to clients. When Veterinarian has documented information about an animal's condition, adequately explain such information to clients.
- Ability to perform euthanasia and discuss euthanasia decisions and HSWC euthanasia protocols with co-workers, volunteers, and the public.
- Work well both independently and cooperatively as part of team. Remain composed while working in fast-paced environment.
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- Represent HSWC in a professional and courteous manner at all times. Provide medical information and representation to other HSWC departments.
- Adhere to all protocols put forth by Occupational Safety and Health Administration.
- Follow all written and verbally communicated HSWC Standard Operating Procedures.
- Attend staff meetings and training sessions.
- Perform other duties as assigned.
- Maintain proper opening and closing procedures for the Veterinary Center.

Qualifications

Experience Required:

- Graduate from accredited school of veterinary science technology (2 or 4 year program) preferred. Current Maryland State Veterinary Technician License preferred or work experience OR an equivalent combination of education, training, and experience that provides the necessary knowledge, skills and abilities.
- Prior work as Licensed Veterinary Technician preferred.
- Euthanasia Certification in the state of Maryland.
- Experience working in an animal shelter setting preferred.

Knowledge and Skill Requirements:

- Must speak fluent English. Must possess excellent animal handling skills. Must possess excellent customer service skills. Must be able to lift and carry 40-plus pounds repeatedly throughout day with assistance. Must possess the ability to work

standing for 10-plus hours. Maintain open mind regarding changes and be willing to learn, implement, and teach new protocols. Must have strong interest in animal welfare.

- Ability to operate animal care vehicles including vans, box truck, and horse trailer.
- Availability to work daytime, evenings, weekends, and holidays
- Candidates must be committed to treating animals with kindness and respect
- Willingness to deal with conflicts, questions, and problems in a professional manner and with consideration for the good of the organization.
- Willingness to perform humane euthanasia and prepare bodies for rabies testing as directed (when trained)
- Cooperative work ethic and willingness to fill in for other areas and performing other tasks/functions as directed by the Veterinary Center Director or Veterinarian.
- Successful completion of on the job training in the Veterinary Center and Animal Care departments
- Follow all procedures established to maintain a safe work environment including using Personnel Protective Equipment (PPE), safe animal and chemical handling, reporting all near misses and accidents
- All other duties as assigned.

Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.