



Sonoma Humane Society Job Description

Job Title:	Registered Veterinary Technician	Location:	Santa Rosa
Department:	Public Hospital	Hours:	Variable
FLSA Classification:	FT/PT, Non-Exempt	Reports To:	Practice Manager

SUMMARY

The Registered Veterinary Technician (RVT) in the Public Hospital department is responsible for delivering compassionate nursing care while presenting a positive and professional image when dealing with public. The RVT will be knowledgeable and proficient in all tasks required by a licensed RVT and have a broad knowledge and understanding of animal science, medicine, and husbandry, including a basic knowledge of pharmacology and sufficient mathematical skills to ensure the administration of accurate drug and fluid doses. The RVT must be able to successfully restrain animals, complete clinical laboratory tests, use multiple radiology techniques, administer and monitor animals under anesthesia, assist in surgery, and perform dental procedures.

DUTIES AND RESPONSIBILITIES

- Follow established hospital policies and procedures.
- Greet clients and pets by name.
- Provide compassionate care to patients and clients.
- Conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks.
- Maintain positive, cooperative relationships with other employees.
- Field questions and inquiries about services, triage, and products.
- Provide knowledgeable advice concerning the care and treatment of animals.
- Perform physical assessments; record observations legibly in files or computer. Weigh pet at each visit and record in file.
- Know common drugs and protocols and be able to explain them to clients.
- Record all conversations with clients in the medical record.
- Prepare and maintain the exam rooms and treatment areas.
- Communicate necessary follow up and home care instructions.
- Understand use and care of surgical materials and hospital equipment.
- Stock hospital supplies.
- Setup clinical laboratory procedures.
- Assist with positioning and taking radiographs.
- Perform animal care and kennel duties.
- Admit & discharge patients following hospital policy and veterinarian's orders, ensuring that patients are well groomed and in a medically appropriate state.
- Perform CSR duties when a CSR is unavailable.
- Perform other duties as assigned.

Supervision: This position reports directly to the Practice Manager. If the Practice Manager is unavailable, the Veterinary Technician should report to the Public Hospital Director.

KNOWLEDGE, SKILLS, AND ABILITIES

- The ability to work independently as well as in a team environment.
- Must demonstrate self-motivation, responsibility, excellent interpersonal skills, and the ability to handle multiple tasks in a fast paced environment.

- Knowledge of domestic animal breeds, diseases, health care and basic animal behavior.
- Ability to properly lift animals, food, and supplies up to 50 pounds.
- Good oral and written communication skills.

QUALIFICATIONS

- High school diploma or general education degree (GED)
- Completion of an AVMA-accredited veterinary technician program or California VMB Approved RVT program.
- Passing of California State RVT Exam and Veterinary Technician National Exam (VTNE) and proof of current registration.
- Six (6) months related animal care experience preferred.
- Experience in humane animal handling, restraint and confinement.
- Willingness to work flexible days and hours, including evening shifts, weekends and/or holidays.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to interact with animals.
- Must be able to communicate effectively (speak and listen).
- Must be able to lift and move objects and animals up to 50 pounds.
- Must be able to sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work environment: The employee is generally working in a shelter environment and will be exposed to moderately loud noise levels (such as barking dogs, ringing phones), cleaning agents, bites, scratches, and animal waste. There is possible exposure to zoonotic diseases.

NOTES

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

Employee Name

Manager Name

Signature

Signature

Date

Date