



## Sonoma Humane Society Job Description

<b>Job Title:</b>	Lead Registered Veterinary Technician	<b>Location:</b>	Santa Rosa
<b>Department:</b>	Public Hospital	<b>Hours:</b>	40 hrs per week
<b>FLSA Classification:</b>	FT, Non-Exempt Salary Range:	<b>Reports To:</b>	Practice Manager

### SUMMARY

The Lead 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 Lead 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 Lead RVT assists the Practice Manager in leadership and administration, acting as a role model for nursing staff, ordering and monitoring supplies and inventory, processing invoices and scheduling staff. The Lead 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.
- Follow OSHA standards and be able to find Material Safety Data Sheets quickly.
- Maintain veterinary technician certificate, license, or registration
- Keep up with new developments in the field by reading journals and attending continuing education. Attend off-site CE as required by the organization or as required to maintain your license.
- Maintain positive, cooperative relationships with other employees.
- 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.
- 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.
- Perform dental extractions under the direction of attending doctors. Ensure full root removals or report incomplete extractions.
- Monitor surgical patients by tracking anesthetic depths, heart rates, respiratory rates, temperatures, pulse oximetry, and ECGs during anesthetic procedures.
- Minimize radiation hazards, use protective equipment, and wear exposure badges during radiographic exposures.

- 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.

#### **Supervisory responsibilities**

- Act as a role model and leader for staff
- Promote a positive attitude among staff and assist other employees as needed
- Willingness to teach, show leadership, and help where needed.
- Maintain good interdepartmental communication.
- Monitor inventory, assist or lead in ordering supplies, and ensure adequate levels of supplies are kept on hand. Lead fiscal year-end inventory of both departments and supply the finance department with necessary information. Ensure adequate functioning and supply levels of the oxygen delivery system.
- Process vendor invoices for both departments ensuring accuracy and completeness of orders, resolving errors, and updating prices within inventory software.
- Oversee ordering, monitoring, and dispensing of controlled drugs. Ensure compliance with DEA rules and CURES reporting.
- Notify the appropriate staff member regarding maintenance and repair issues.

**Supervision:** This position reports directly to the Practice Manager and has no direct reports. If the Practice Manager is unavailable, the Lead RVT should report to the Public Hospital Director.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- The ability to work independently as well as in a team environment.
- Knowledgeable and proficient in all tasks required for RVT licensure.
- Ability to handle stress and pressure with poise and tact.
- 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.
- Good time management skills and ability to prioritize tasks.

#### **QUALIFICATIONS**

- 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.
- Minimum 2 years' experience working with animals
- 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 do phone or computer work for blocks of time.
- 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.

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Employee Name

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Manager Name

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Signature

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Signature

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Date

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Date