



## Humane Society of Sonoma County Job Description

<b>Job Title:</b>	Veterinary Assistant/Technician	<b>Location:</b>	Santa Rosa
<b>Department:</b>	Medical	<b>Hours:</b>	32 to 40 hours
<b>FLSA Classification:</b>	PT/FT, non-exempt	<b>Reports To:</b>	Director of Veterinary Services

### SUMMARY

The Veterinary Assistant/Technician is responsible for providing high quality, humane animal care while maintaining the highest standard of medical care. The technician/assistant will be knowledgeable and proficient in all basic medical tasks 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 technician/assistant 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

- Assist Veterinarian with examinations, treatments, anesthetic procedures and associated record keeping for all animal patients.
- Monitor animals during spay/neuter procedures.
- Assist doctor in appointment or surgery room.
- Assist RVT in prepping animals for surgery, pre-med, induce and intubate; monitor animals while under anesthesia and while recovering from surgery.
- Clean and disinfect animal areas as necessary to maintain a safe and sanitary environment.
- Follow proper cleaning and sterilization of all surgical equipment, drapes, gowns, etc.
- Liaison with other department managers to coordinate prompt care of animals.
- Follow OSHA standards and be able to find Material Safety Data Sheets quickly.
- Always be in position and prepared to work at the start of each scheduled shift.
- Promote a positive attitude among staff and assist other employees as needed.
- Show respect for team members and animals (alive or deceased) at all times.
- Maximize patients' comfort with a gentle and reassuring manner.
- Monitor patients' behaviors and note potentially aggressive behaviors. Use caution when handling aggressive or potentially aggressive pets. Request assistance when needed.
- Monitor changes in patients' conditions. Alert doctors to significant changes.
- Strictly follow isolation and contagious disease protocols.
- Always strive to work with the 5 freedoms of animal welfare in mind:

**Freedom from hunger or thirst** by ready access to fresh water and a diet to maintain full health and vigor

**Freedom from discomfort** by providing an appropriate environment including shelter and a comfortable resting area

**Freedom from pain, injury or disease** by prevention or rapid diagnosis and treatment

**Freedom to express (most) normal behavior** by providing sufficient space, proper facilities and company of the animal's own kind

**Freedom from fear and distress** by ensuring conditions and treatment which avoid mental suffering

**Supervision:** This position reports directly to the Director of Veterinary Services and has no direct reports.

## KNOWLEDGE, SKILLS, AND ABILITIES

- Sufficient knowledge of laboratory equipment such as centrifuges, microscopes, and chemistry analyzers.
- Familiarity with infectious diseases, including their prevention and steps to reduce or eliminate transmission. Know the most common zoonotic diseases.
- Familiar with the anesthetic machines to operate, maintain, and repair them.
- Ability to successfully restrain animals, complete clinical laboratory tests, and use multiple radiology techniques.
- Knowledge of anesthetic monitoring equipment.
- Knowledge of medications including controlled drugs.
- Strong interpersonal skills.
- Promote a positive attitude among staff.
- Provide excellent customer service both internally and externally.
- Be willing and available to stay late or through breaks as needed, to assist with emergency or critical patients.
- Ability to work independently as well as a member of a team.
- Ability to manage multiple tasks in a fast paced environment.

## QUALIFICATIONS

- Minimum two years' experience working in a veterinary practice or exceptionally mature and hard-working attitude.

## 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 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