



Humane Society of Sonoma County Job Description

Job Title:	Registered Veterinary Technician	Location: Santa Rosa
Department:	Veterinary Operations	Hours: Variable
FLSA Classification:	Part time — Full time	Salary range: \$22 - \$26 DOE
	Reports To: Veterinary Services Supervisor	

SUMMARY

The Registered Veterinary Technician is responsible for providing high quality, humane animal care while maintaining the highest standard of medical care. The Humane Society of Sonoma County veterinary medical team provides a crucial service for our community and is integral in HSSC's mission to ensure every animal receives protection, compassion, love and care.

DUTIES AND RESPONSIBILITIES

- Assist Veterinarian and Animal Care staff with examinations, treatments, anesthetic procedures and associated record keeping for all animal patients
- Maintain controlled-substance drug log, keep controlled drugs secured to meet Drug Enforcement Agency and State Board specifications.
- Prep animals for surgery, pre-medicate, induce, intubate, and monitor animals while under anesthesia including during recovery from surgery.
- Clean and sterilize surgical instruments, drapes, gowns, etc. and clean and disinfect animal areas as necessary to maintain a safe and sanitary environment.
- Perform euthanasia in accordance with HSSC policies & California laws.
- Oversee assistants and volunteers to ensure proper care and protocols are being followed.
- Delegate daily/weekly tasks to staff and liaison with other department managers to coordinate prompt care of animals.
- Handle stress and pressure with poise while working in a high pace working environment.
- Follow established HSSC hospital policies and procedures.
- 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.
- Share your knowledgeable 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.
- Maintain a clean and orderly facility.
- Understand use and care of surgical materials and hospital equipment.
- Restock HSSC's hospital supplies and setup clinical laboratory procedures as necessary.
- Assist with positioning and taking radiographs.



- Perform animal care and kennel duties.
- Admit & discharge patients following hospital policy and Veterinarian's orders to ensure patients are well groomed and in a medically appropriate state.
- Perform CSR duties when a CSR is unavailable.
- Other duties as assigned to ensure a positive public image and to enhance HSSC operations and improve the quality of life for the animals.

Direct Report: This position reports directly to the Veterinary Operations Supervisor with secondary reporting to the Director of Veterinary Operations. This position may oversee volunteers and/or assistants.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of medications including controlled drugs.
- Strong interpersonal skills.
- Excellent verbal and written communication skills.
- Promote a positive attitude among HSSC staff.
- Provide excellent customer service both internally and externally.
- Be flexible and available to work beyond your shift when necessary and needed to assist with emergency or critical care patients.
- Ability to work independently as well as be a member of a team.
- Manage multiple tasks in a fast paced environment.

QUALIFICATIONS

- Must be a licensed California Registered Veterinary Technician with a minimum two years' experience working with animals.
- Bilingual in Spanish is preferred, however, not required.

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 including close and distance vision, depth perception and the ability to adjust our focus.

Work Environment: The employee is working in an animal 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 job description and I am able to perform all duties contained herein.

Employee Name

Supervisor Name

Signature

Signature

Date

Date