

The Sonoma Humane Society has a longstanding tradition of giving hope to homeless animals and we're seeking an experienced Registered Veterinary Technician/Shelter Hospital Coordinator to work part-time. The part-time position would include **2 days per week, 8 hours per day on Wednesdays and Sundays as a Registered Veterinary Technician** and **2 days per week, total of 13 hours on Monday, Tuesday or Thursday as a Shelter Hospital Coordinator** in our Shelter Hospital to help us further our mission.

Come and join our team! This is an exciting opportunity to work for an organization voted Best Nonprofit, Best Animal Adoption Center, and Best Charity Event (Wags, Whiskers & Wine) in Sonoma County by the North Bay Bohemian! We are passionate and dedicated to bringing people and companion animals together for a lifetime of love. Serving our community since 1931, the Sonoma Humane Society is a donor supported safe haven for animals. If you love animals and people...you will feel right at home in our pack!

SUMMARY

The **Registered Veterinary Technician (RVT)** in the Shelter Medicine 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.

The **Shelter Hospital Coordinator** is responsible for providing high quality support and coordination of business operations for our Shelter Hospital. The Shelter Medicine department is integral in the Sonoma Humane Society's mission to ensure every animal receives protection, compassion, love and care. The Shelter Hospital Coordinator will be responsible for ensuring the timely completion of administrative responsibilities as well as coordination of schedules and staff.

DUTIES AND RESPONSIBILITIES – REGISTERED VETERINARY TECHNICIAN

- Promote a positive attitude among staff and assist other employees as needed.
- Be prepared to handle any pet or facility emergency that may arise, including dog or cat fights, choking or strangulating animals, and facility fire or weather-related emergencies. Follow contingency plans.
- Maximize patients' comfort with a gentle and reassuring manner. Understand that actions that would constitute animal cruelty under state or local laws or the practice's policies will be grounds for immediate reprimand and/or termination.
- Monitor changes in patients' conditions. Alert doctors to significant changes.
- Strictly follow isolation and contagious disease protocols.
- Assist with euthanasia procedures as per Sonoma Humane Society policies & California Laws.
- Provide basic life support, including CPR, airway maintenance, and oxygen therapy.
- Monitor patients' recoveries. Protect patients from aspiration and hypothermia. Maintain surgery logs with patients' names, doctors' names, procedures performed, types and amounts of pre-anesthetic and anesthetic agents, and surgical times.
- Keep controlled drugs secured to meet Drug Enforcement Agency and state board specifications.

- 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.
- Receive and stock supplies matching to invoices. Report all shortages, overages, and damaged goods.
- Ensure that medical supplies are always available; regularly check for outdated supplies and remove and replace as needed.

DUTIES AND RESPONSIBILITIES – SHELTER HOSPITAL COORDINATOR

- Scheduling: Coordinate scheduling of veterinarians, support staff, interns, and volunteers, and find relief coverage as needed. Produce monthly schedule for staff and doctors.
- Payroll: Review timesheets, manage time off requests, monitor overtime for staff.
- Hiring: Work with the medical director to recruit, review, interview and hire candidates when job openings arise.
- Continuing Education: Consider cost-effective and relevant training opportunities for staff.
- Budgeting: Work with the medical director to adhere to a yearly budget.
- Ordering and inventory: Monitor inventory, assist or lead in ordering supplies, ensure adequate levels of supplies.
- Survey equipment: ensure oxygen delivery, surgery equipment, and instruments are in operating order.
- Invoices: Process vendor invoices.
- Regulatory: Ensure compliance with the rules and regulations of relevant state, federal and other governing bodies including AAHA, OSHA, DEA, and California veterinary Medical Board.
- Protocols and SOPs: Organize and update shelter medical protocols. Work with medical director to develop and document standard operating procedures.
- Reporting: Produce end of month reports as needed.
- Controlled drugs: Oversee ordering, monitoring, and dispensing of controlled drugs. Ensure compliance with DEA and CURES.
- Troubleshooting: Work with staff to resolve problems with computers, medical equipment, la services, etc.
- Vendors: Serve as the point-of-contact for vendors and sales-representatives. Arrange continuing education lunches through vendors.
- Coverage: Help fill in with other shelter medicine roles (vet assistant, intern coordinator) as needed.

KNOWLEDGE, SKILLS, AND ABILITIES – REGISTERED VETERINARY TECHNICIAN

- Knowledgeable and proficient in all tasks required for RVT licensure.
- Ability to successfully restrain animals, complete clinical laboratory tests, and use multiple radiology techniques
- Ability to handle stress and pressure with poise and tact.
- Ability to lift pets and objects weighing up to 50 pounds without assistance. Assist in lifting patients weighing more than 50 pounds.

KNOWLEDGE, SKILLS, AND ABILITIES – SHELTER HOSPITAL COORDINATOR

- Detail oriented
- Willingness to be flexible, learn new things and problem-solve.

QUALIFICATIONS – REGISTERED VETERINARY TECHNICIAN AND SHELTER HOSPITAL COORDINATOR

- Current and valid California Registered Veterinary Technician license.
- Minimum 2 years' experience working with animals.
- Preferred two years' experience working in a veterinary practice or animal shelter in a management role.
- Be willing and available to stay late or through breaks, when needed, to assist with emergency or critical-care patients.

If you would like to make a critical difference for animals in need of a second chance, are guided by compassion and driven to affect change, one life at time, please submit your resume and cover letter with salary requirements to jobs@sonomahumane.org. We are sorry, we are unable to take phone calls or inquiries in person. All applications should be submitted to the "jobs" email listed above, or mailed to: Sonoma Humane Society, 5345 Hwy 12 West, Santa Rosa, CA 95407. For more information, please visit our website: <http://sonomahumane.org/careers/>

The Sonoma Humane Society is a 501c3 nonprofit organization with a mission to ensure every animal receives protection, compassion, love and care. We are an Equal Opportunity Employer and offer a benefits package to employees working 20 or more hours a week which includes health, dental, and vision insurance and a 403b retirement plan, along with staff discounts on our services.