



Sonoma Humane Society Job Description

Job Title:	Registered Veterinary Technician	Location:	Santa Rosa
Department:	Shelter Medicine	Hours:	Wednesdays & Sundays
FLSA Classification:	PT Non exempt Salary range:	Reports To:	Shelter Veterinary Medical Director

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.

DUTIES AND RESPONSIBILITIES

- 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.
- 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 strict confidentiality regarding patients and happenings within organization.
- 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 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.
- 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 preanesthetic and anesthetic agents, and surgical times.
- Maintain controlled-substance logs with patients' names, doctors' names, types and amounts of drugs used, amounts of drugs remaining, and your signature.
- Keep controlled drugs secured to meet Drug Enforcement Agency and state board specifications.
- Operation of autoclave including basic maintenance and repair.
- 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, wear exposure badges during radiographic exposures.

- 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.
- 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 Shelter Veterinary Medical Director and has no direct reports.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledgeable and proficient in all tasks required for RVT licensure.
- Sufficient knowledge of laboratory equipment such as Maintain 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 (infections from animals to humans).
- 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
- Proficient in all aspects of dentistry including scaling and polishing.
- Proficient in the cleaning and preparing of the surgical suite prior to and post surgery.
- 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.
- Ability to perform x-rays using proper technique.

QUALIFICATIONS

- Current and valid California Registered Veterinary Technician license.
- Minimum 2 years experience working with animals.
- Be willing and available to stay late or through breaks, when needed, to assist with emergency or critical-care patients.

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: Quiet with exposure to moderate noise levels (such as barking dogs, ringing phones).

The employee is generally working in a shelter environment and will be exposed to heat and cold.

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