



Sonoma Humane Society Job Description

Job Title:	Registered Veterinary Technician	Location:	Santa Rosa
Department:	Spay/Neuter Clinic	Hours:	Variable
FLSA Classification:	Part time, non-exempt Salary range:	Reports To:	Spay/Neuter Coordinator

SUMMARY

The Registered Veterinary Technician is responsible for providing high quality, humane animal care while maintaining the highest standard of medical care for a high-volume spay/neuter clinic. The Spay and Neuter team provides a crucial service for our community and is integral in the Sonoma Humane Society's mission to ensure that 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 logs and keep controlled drugs secured to meet Drug Enforcement Agency and State Board specifications.
- Prep animals for surgery, pre-med, induce and intubate, monitor animals while under anesthesia and while recovering from surgery.
- Clean and sterilize surgical instruments, drapes, gowns, etc.
- Clean and disinfect animal areas as necessary to maintain a safe and sanitary environment.
- Liaison with other department managers to coordinate prompt care of animals.
- Perform euthanasia in accordance with Society policies & California laws.
- Oversee assistants and volunteers to ensure proper care and protocols are being followed.
- Delegate daily/weekly tasks to staff.
- Handle stress and pressure with poise while working in a high pace working environment.
- Other duties as assigned to ensure a positive public image and to enhance the operation of the organization and improve the quality of life for the animals.

Supervision: This position reports directly to the Spay/Neuter Coordinator with secondary reporting to the Spay/Neuter Veterinarian. This position may oversee volunteers 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 staff.
- Provide excellent customer service both internally and externally.
- Be willing and available to stay late or through breaks, when needed, to assist with emergency or critical care patients.
- Ability to work independently as well as a member of a team.
- Manage multiple tasks in a fast paced environment.

QUALIFICATIONS

- Must be a licensed California Registered Veterinary Technician.
- Minimum two years' experience working with animals.

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 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.

Employee Name

Manager Name

Signature

Signature

Date

Date