



Position Title: **Veterinary Assistant/ Veterinary Technician/ Registered Veterinary Tech**
Classification: Full-time, Non-Exempt
Date: July 2019
Salary: Dependent on experience – hourly

Summary:

The Veterinary Assistant/Veterinary Technician/Registered Veterinary Technician is the primary medical care provider for shelter animals and patients at the Stockton Animal shelter. They provide nursing care as directed by staff veterinarians and RVT supervisor. The animals in their care include patients of the Spay Neuter Clinic, Shelter Program and Foster Care Program. Working as a team to oversee the care and treatment of up to 500 animals at any given time is essential.

Essential Duties and Functions: *This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may or may not be assigned.*

Veterinary Medical Care

- Monitor the health of shelter animals.
- Triage cases according to medical need.
- Perform medical intake physical examinations.
- Administer vaccines and other preventative medical treatments as outlined by Stockton Animal Shelter medical protocols.
- Perform and interpret basic diagnostic tests such as, but not limited to, fecal floatation, skin scrapes, heartworm test, FeLV/FIV tests, DTM's, blood agar, cytology, etc.
- Prepare patients for spay/neuter surgery, assist in surgery, and monitor anesthesia under the direction of the veterinarian and lead veterinary technician.
- Organize and prepare equipment and premises for patient treatments, spay-neuter and non-routine surgeries.
- Perform venipuncture, x-rays, laboratory tests, proper sample handling, IV catheter placement, and drug and fluid calculations as ordered by the veterinary staff.
- Able to interpret treatment sheets and administer treatment to patients (PO, topically, otic, ocular) under the direction of a veterinarian.
- Perform intramuscular and subcutaneous injections.
- Clean and pack surgical instruments.
- Assist doctors and other technicians in performing medical procedures.
- Administer medications to animals as directed by staff veterinarians.
- Operate an autoclave.
- Assists in taking radiographs.
- Follow veterinary care protocols for animals in the SMSNC - including medical, behavior, isolation, quarantine and general care protocols for the health and well-being of the animals; individually and as a herd.
- Comply with all laws pertaining to controlled substances.
- Participate in medical rounds as directed by the staff veterinarian and supervisor.
- Understand standard veterinary terminology, basic medical math, procedures and animal health issues
- Facilitate good working relationships through teamwork and collaboration.
- Perform other duties as assigned and assist with special projects as needed.

Administrative Duties

- Maintain and create patient records in SM and for SN by accurately recording treatments, examinations, and test results on computerized patient charts and other medical records.
- Reads and responds to e-mails at least one time per shift.
- Participate in regular staff meetings.

Client and Community Service

- Admit and release animals from the shelter in a responsive, courteous, and tactful manner to both internal and external clients.
- Inform clients of any pertinent medical information regarding animal care – communicate release instructions.
- Practice and encourage the humane treatment of animals.
- Provide quality customer service to clients, volunteers, and staff while actively promoting our mission, services, programs and events.
- Promote donation and giving opportunities as appropriate.

Safety

- Ensure a safe work environment by following all safety guidelines and modeling safe work practices.
- Take immediate action to address any safety concerns that could put a staff member, volunteer, customer, animal, or the organization at risk.
- Maintain a clean, healthy, and sanitary work area; follow all pest rodent control/protocols.

Volunteers

- Work cooperatively with all volunteers and recognize the talent and commitment they bring to the Animal Protection League.

Diversity and Inclusiveness

- Work effectively with individuals and colleagues from diverse communities and cultures.

Reporting Relationships and Contacts:

- Reports to the Animal Protection League Registered Veterinary Technician Supervisor.

Physical Requirements and Work Environment:

- Work is performed in a shelter/animal hospital setting.
- Regularly moves about the campus to coordinate work.
- Frequent bending, reaching, kneeling, and climbing stairs while seeing patients.
- Regular sitting at a computer workstation 1-2 hrs per day to input patient data.
- Exposure to disinfectant solutions when in kennel & treatment areas.
- Practice proper conduct in treatment room and surgery.
- Subject to animal bites and scratches while handling animals.
- Repeated lifting and carrying of animals weighing up to 50 pounds.
- Consistent exposure to animals and animal allergens under conditions with limited alternatives available.

Education and Experience:

- Minimum of 2 years experience as a veterinary assistant.
- High school diploma or equivalent certification.
- Experience in animal welfare, shelter operations, or high volume spay/neuter clinic a plus.
- Exposure to common veterinary hospital equipment and tools, experience a plus.

Knowledge, Skills and Abilities:

- Commitment to the mission, values, goals, and success of the Stockton Animal Shelter and the Animal Protection League.
- Knowledge of the rules and regulations of what a Veterinary Assistant and RVT can perform as provided by the California Veterinary Medical Board.
- Experience with humane animal handling and restraint techniques of healthy, ill, and feral animals.
- Experience in caring for and handling animals in a safe, effective and humane manner, especially larger and possibly untrained pets.
- Comfortable working in the shelter environment and willing to accommodate animals in the workplace.
- Computer literate and able to master veterinary software as applicable to clinic operations.
- Knowledge of basic dog and cat physiology, anatomy, and behavior as it relates to understanding the general health of animals.
- Ability to understand and communicate pertinent medical information with colleagues and clients.
- Self-motivated and able to initiate and complete tasks.

Salary and Benefits:

The starting salary for this position depends on the depth and breadth of experience. Regular, fulltime positions are eligible for benefits package including paid time off, medical, dental and vision insurance and non-employer contributing 401K.

The Animal Protection League requires pre-employment drug testing and background check. The Animal Protection League is an at-will employer.

I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor or a member of the Human Resources staff.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor. I have discussed any questions I may have had about this job description prior to signing this form.

EMPLOYEE PRINTED NAME

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE