



Job Announcement Registered Veterinary Technician- Shelter Medicine

The Placer SPCA is seeking an RVT responsible for the daily operations of the PSPCA shelter medicine program. This person will be responsible for scheduling animals for veterinary exams and rechecks; under the supervision of a veterinarian overseeing veterinary treatment of shelter animals by animal care staff and foster volunteers; RVT functions associated with surgeries and procedures performed in the clinic; maintaining required supplies for veterinary exams and inventory of prescription medications; veterinary diets and other veterinary supplies for shelter use; other essential job functions as identified in the Shelter Registered Veterinary Technician job description.

The ideal candidate will be a registered veterinary technician and have a minimum of two years of experience working in a veterinary hospital or clinic, animal shelter experience preferred. Experience performing dental procedures is helpful. Excellent communication, organization and technical skills are required.

About the Placer SPCA: Located in Roseville, California the Placer SPCA is an extremely progressive non-profit animal sheltering/animal welfare organization providing quality care to as many as 4,000 animals every year. The SPCA is growing and has plans to build a new companion animal center in the near future.

To view the complete job description, obtain an application and submit your resume please go to: <http://placerspca.org/employment/> for further information.

Resumes along with a PSPCA job application should be sent to:

Placer SPCA
150 Corporation Yard Road
Roseville, CA 95678

or email ceo@placerspca.org or fax 916-782-8655.

PLEASE: No phone calls or drop-by visits. Email or fax only. Thank you.

JOB DESCRIPTION

JOB TITLE:	Shelter Registered Veterinary Technician
DEPARTMENT:	Veterinary Services
ACCOUNTABILITY:	Director of Veterinary Services
SALARY:	D.O.E.
FUNCTION:	Responsible for daily operations of the PSPCA Shelter Medicine program to include RVT functions associated with surgeries and procedures performed in the clinic.

DUTIES AND RESPONSIBILITIES:

1. Assume primary responsibility for scheduling of animals for veterinary examinations and rechecks. Coordinate scheduling of certain appointment types with other departments (e.g. customer care, foster technician, behavior coordinator). Triage animals as needed to determine priority for scheduling. Record and maintain statistics on the number and type of veterinary examinations completed.*
2. Oversee veterinary treatment of shelter animals by animal care staff and foster volunteers. Administer veterinary treatments as needed and/or as directed. Communicate treatment plans to staff and volunteers. Participate in training of medical foster volunteers.*
3. Assist or assume duties and responsibilities as scheduled, to include induction and monitoring of anesthesia, prepping for surgery, taking radiographs, and performing dental procedures.*
4. Obtain animal histories from staff, volunteers and/or veterinary records. Perform and record physical examinations and perform and/or oversee diagnostic testing as needed. Communicate all findings to attending veterinarian. Ensure that medical records are adequately documented.*
5. In cooperation with veterinary assistant, maintain required supplies for veterinary examinations in areas of the shelter where examinations are performed. Ensure that examination area is clean and tidy before, between and following exams. Transport animals to examination areas and restrain animals during veterinary examinations.*
6. Maintain organized inventory of prescription medications, shampoos, veterinary diets, and other veterinary supplies for shelter use. Field questions from staff, volunteers and the public regarding acceptance of donated medications or other veterinary supplies or equipment. Provide guidance to staff and volunteers on appropriate handling & storage of donated veterinary medical supplies. Monitor inventory for expired medications and handle appropriately.*
7. Maintain controlled drug logs in accordance with DEA requirements as directed.*

8. Under supervision of veterinarian, create and maintain reference documentation for staff including dosage charts for commonly used medications, protocols for treatment of commonly identified diseases, and medical counsels for adopters for commonly identified medical problems.*
9. Coordinate scheduling and transport of animals for off-site veterinary appointments. In cooperation with customer care staff, train and oversee canine cabby/feline ferry volunteers. Provide training and guidance for other volunteers as needed.*
10. Track and report costs for off-site and veterinary laboratory services for Guardian Angel program.*
11. Train and oversee animal care staff assigned to veterinary assistant position. Monitor completion of daily veterinary assistant task checklist, and update this list as needed.*
12. Maintain shelter laboratory area, supplies, and equipment. Collect lab samples such as blood and urine, skin scrapes, impression smears, trichograms and ringworm cultures. Train veterinary assistant and other animal care staff in laboratory procedures such as fecal floats, blood glucose measurement, ear cytology, PCV/TS, SNAP tests, etc. Ensure that laboratory equipment is maintained in good working order.*
13. Attend meetings as required. May be responsible for recording and distributing meeting minutes. Assist veterinarian with clerical tasks as needed.*
14. Provide training and indirect oversight for staff administering rabies vaccinations. Administer rabies vaccinations as needed.*
15. Provide guidance for staff as needed on examining animals, estimating age, and determining spay/neuter status. Perform routine procedures such as nail trims, basic grooming, ear cleaning, otoscopic exams and suture removal.*
16. Provide medical information and fill prescriptions for adopters as needed. *
17. Assist with or perform euthanasia as required.*
18. Regular and timely attendance is required.*

***=Essential Job Functions**

QUALIFICATIONS:

1. High school graduate or GED equivalent.
2. Current RVT license in the state of California.
3. Minimum two years' experience working in a veterinary hospital or clinic, animal shelter experience preferred.
4. Experience performing dental procedures.
5. Excellent communications, organizational and technical skills.

6. Shows maturity, good judgment and performs duties in a professional manner.
7. Ability to work under pressure and stay calm in stressful situations.
8. Must be in good physical and mental health with no allergic condition which might be aggravated by exposure to animals.
9. Valid California Driver's License and a good driving history.
10. Proficiency with personal computers, MS Word, MS Excel, Shelter database software (PetPoint or similar), copy machine, facsimile and operate telephones in the prescribed manner.
11. Demonstrated capability to be a self-starter, facilitator, and organizer.
12. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
13. Ability to write routine reports and correspondence.
14. Must possess basic math skills, including use of whole numbers, fractions, and decimals and medically relevant calculations such as conversions between different units, doses and dosages, and rates, ratios, and percentages.
15. Ability to lift 50lbs without assistance and lift up to 100 lbs. with assistance.
16. Ability to be flexible and adapt to an ever changing environment.

WORKING CONDITIONS:

1. 40- hour work week, with intermittent weekends, overtime and/or evening work.
2. Compliance with current PSPCA Employee Policy Manual.
3. Frequent contact with the public in a fast-paced and changing work environment that may sometimes be stressful or emotionally charged.
4. Exposure to dead, sick, injured, unruly, vicious and/or dangerous animals and frequent exposure to parasites and infectious diseases.
5. Exposure to an environment where the noise level may be moderate to loud
6. Exposure to fumes or airborne particles and toxic or caustic chemicals.
7. While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to reach or feel; climb, balance, stoop, kneel, or crouch.

The Placer SPCA is an equal opportunity employer.

THE PSPCA RESERVES THE RIGHT TO REVISE OR CHANGE JOB DUTIES AND RESPONSIBILITIES AS THE NEED ARISES AND AS BUSINESS REQUIRES. THIS JOB DESCRIPTION DOES NOT CONSTITUTE A WRITTEN OR IMPLIED CONTRACT OF EMPLOYMENT.

I understand the qualifications as described above for the Registered Veterinary Technician position and by signing below acknowledge that I am able to perform the job duties listed above and willing to accept the working conditions herein.

DATE _____

EMPLOYEE ACKNOWLEDGEMENT