

## **Job Description – Placer SPCA**

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| <b>JOB TITLE:</b>      | Registered Veterinary Technician-Shelter Medicine<br>(Full-time or Part-time Temporary)   |
| <b>DEPARTMENT:</b>     | Veterinary Services   |
| <b>ACCOUNTABILITY:</b> | Director of Veterinary Services   |
| <b>SALARY:</b>         | D.O.E.  |
| <b>FUNCTION:</b>       | Responsible for daily operations of the PSPCA Shelter Medicine program to include RVT functions associated with surgeries and procedures performed in the clinic. |

**Cover letter and resumes along with completed PSPCA job application should be emailed to [administration@placerspca.org](mailto:administration@placerspca.org)**

### **DUTIES & RESPONSIBILITIES:**

- 1) Triage animals as needed to determine priority for scheduling. \*
- 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. \*
- 3) Assist as assigned in training of medical foster volunteers. \*
- 4) Assist or assume duties and responsibilities as scheduled, to include induction and monitoring of anesthesia, prepping for surgery, taking radiographs, and performing dental procedures.\*
- 5) 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.\*
- 6) 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.\*
- 7) 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.\*
- 8) Maintain controlled drug logs in accordance with DEA requirements as directed.\*
- 9) Coordinate scheduling and transport of animals for off-site veterinary appointments. 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) 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 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. \*
- 14) Assist veterinarian with clerical tasks as needed. \*
- 15) Provide training and indirect oversight for staff administering rabies vaccinations. Administer rabies vaccinations as needed.\*
- 16) 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.\*
- 17) Provide medical information and fill prescriptions for adopters as needed. \*
- 18) Assist with or perform euthanasia as required. \*
- 19) Work cooperatively and respectfully with all clients, internal and external.
- 20) Provide accurate information and friendly professional service to the public and to coworkers in a responsive, positive, courteous, truthful and tactful manner. \*
- 21) Ensure a level of safety, cleanliness and sanitation necessary for all animals, oneself, and others on and off site. Comply with OSHA requirements and regulations. \*
- 22) Regular and timely attendance is required. \*
- 23) This job description is not intended to be all inclusive and employees will also perform other reasonably related business duties that may be requested by the Chief Executive Officer or other management staff as required which will ensure a positive image and/or will improve the services of the Placer SPCA.

\*=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 THIS JOB DESCRIPTION AS NECESSARY, OR 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 and I am willing to accept the working conditions herein.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date