The Humane Society for Tacoma & Pierce County
JOB DESCRIPTION

JOB TITLE: Licensed Veterinary Technician

DEPARTMENT: Veterinary Department

REPORTS TO: Director of Veterinary Services

SUPERVISES: None

JOB SUMMARY: As a Licensed Veterinary Technician, your job entails several important aspects of our shelter; animal care and treatment, laboratory and diagnostic procedures, surgery-related tasks, customer services, and shelter cleanliness.

ESSENTIAL DUTIES & FUNCTIONS:

• Safe and effective animal restraint techniques for canines, felines, and rabbits
• Provide and take pride in the patient care provided to all animals in the shelter setting
• Medical mathematics
• Read, write, and understand pharmacy related tasks
• Skilled, well-rounded phlebotomist
• Prepare and interpret lab samples
• Perform and troubleshoot radiology including dental radiography
• Basic animal treatments such as toenail trims, ear cleanings
• Wound care and bandage placement/care
• Minor Suturing
• Execute all surgery-related tasks including inducing, intubated, anesthesia monitoring, recovery, troubleshooting, and handle crises effectively for canines, felines, and rabbits
• Effectively perform complete dental prophylaxis for canines, felines, and rabbits
• Maintain logs, tracking sheets, and medical records
• Maintain all equipment properly
• Ability to learn the shelter’s software program
• Knowledgeable with Microsoft Word and Excel
• Effective triaging, emergency handling, and performance of CPR
• Perform humane euthanasia
• Perform excellent customer service including answering/filtering phone calls, client education, maintaining compassion and professionalism always especially in high-stress situations
• Participate and effectively keep the shelter clean, disinfected and presentable always
• This is by no means a complete list. Some tasks may be assigned to a specific staff member to complete. Some tasks may be added or removed from this list as deemed necessary for the safety and well-being of our shelter population

Education/Certification:
• High school diploma or equivalent
• Current Washington State License for Veterinary Technician

Experience:
• Two years in veterinary medicine as a licensed veterinary technician is preferred
Knowledge, Skills and Abilities (B/Basic; J/Journey; E/Expert):

- Ability to Speak, Read, And Write in the English Language (E)
- Computer Skills (J)
- Anesthetic Monitoring (J)
- Radiography Including Dental Radiography (J)
- Critical Thinking (J)
- Ability to Perform and Process Lab Work (J)
- Ability to Recognize Behaviors in Animals (J)
- Ability to Learn and Perform Safe and Effective Animal Restraint (J)
- Ability to Learn and Understand Medical Terminology and Procedures (J)
- Ability to Admit or Ask Questions When a Task is Unclear (J)
- Ability to Show Leadership (J)
- Ability to Adapt to The Needs and Styles of the Shelter or Doctors (J)
- Ability to Spell, Alphabetize, and Perform Basic Math Skills (J)
- Ability to Provide Exceptional Customer Service (J)
- Ability to Follow Directions with and without Supervision (J)

Skill and ability to:

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<tr>
<th>Activity</th>
<th>Never</th>
<th>Seldom 1%-10%</th>
<th>Occasional 11%-33%</th>
<th>Frequent 34%-66%</th>
<th>Constant 67%-100%</th>
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<td>Walk</td>
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<td>Lift 10-25 lbs</td>
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<td>Lift 51-75 lbs with assistance</td>
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<td>Lift 76-100 lbs with assistance</td>
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<td>Climb</td>
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<td>Hearing</td>
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