

**The Humane Society for Tacoma & Pierce County**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>Licensed Veterinary Technician</b>
<b>DEPARTMENT:</b>	<b>Veterinary Department</b>
<b>REPORTS TO:</b>	<b>Director of Veterinary Services</b>
<b>SUPERVISES:</b>	<b>None</b>

**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:**

	Never	Seldom 1%-10%	Occasional 11%-33%	Frequent 34%-66%	Constant 67%-100%
Stand					X
Walk					X
Lift <10 lbs					X
Lift 10-25 lbs					X
Lift 26-50 lbs					X
Lift 51-75 lbs with assistance					X
Lift 76-100 lbs with assistance				X	
Twist					X
Reach					X
Push and Pull					X
Climb			X		
Sit			X		
Vision					X
Hearing					X