



Humane Society of Skagit Valley Job Description

Job Title: **Licensed Veterinary Technician**

Work Location: 18841 Kelleher Road

Reports to: **Clinic Manager, Executive Director**

Supervises: **Veterinary Assist, Volunteers**

• **Part-time (16 hrs.)**

Exempt • **Nonexempt**

As a Licensed Veterinary Technician, you will play a crucial role in the efficient and compassionate delivery of surgical services. You will work closely with our veterinary team to ensure the well-being of animals and the smooth operation of our clinic.

Essential Duties and Responsibilities:

- Responsible for setting the pace for daily scheduled surgeries
- Prepare surgical paperwork and drugs for procedures
- Must be able to work efficiently under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service
- Assist the veterinarian as needed during surgeries, including monitoring anesthesia and administering medications
- Maintain a sterile surgical environment
- Provide surgical care to animals, including monitoring vital signs, and post-op
- Maintain accurate record keeping of all drug inventory, receivables and usage
- Perform regular drug reconciliations to ensure compliance with DEA regulations
- Track clinic inventory and report restock needs to Clinic Manager
- Perform related duties as assigned
- Contribute to the overall cleanliness and organization of the clinic
- Maintain compliance with all company policies and procedures

Education and/or Work Experience Requirements: (Note: Any acceptable combination of education, training and experience that provides the below knowledge, abilities and skills may be substituted on a full-time year for year basis.)

- Valid Washington State Veterinary Technician license required
- Proven experience in veterinary medicine, particularly in spay and neuter setting
- Strong organizational and time management skills
- Excellent attention to detail and accuracy
- Ability to work independently and as part of a team
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers, volunteers, and staff
- High school diploma or GED required
- Valid driver's license required
- A strong belief in the welfare and humane treatment of all animals and HSSV mission, sheltering philosophy including the need for euthanasia, scope of services and activities
- Ability to keep information confidential.

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity standards
- Ability to maintain regular, punctual attendance consistent with the ADA, FMLA and other federal, state and local standards
- Must be able to lift and carry up to 50 lbs., stand for long periods of time, climb stairs, bend, reach, hold, grasp & turn objects, and use fingers to operate computer keyboards and handle syringes
Frequent: sitting, walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, reaching above and below shoulder level, continuous: upward and downward flexion of the neck
- Must be able to talk, listen and speak clearly with other parties both on telephone and in person as well as be able to use normal or aided vision and hearing
- **The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this classification.**

Print Employee Name:

Employee signature:

Date: