

MUTTVILLE
senior dog rescue



Position Title: Veterinary Technician
Classification: Full-time, non-exempt
Date: December 2019

Muttville Senior Dog Rescue is an active non-profit organization based in San Francisco. We operate a cage-free shelter, along with a robust foster program. It is our goal to save 1,100 dogs each year. We are a team-oriented organization with a positive attitude when it comes to helping animals and working with our community.

Position Summary

The primary focus of this position is to assist with dog's intake physical exams, record keeping and communication, and with any ongoing treatments and/or follow-up tests for dogs until they are adopted. Muttville is seeking an experienced vet tech who is highly motivated and believes in Muttville's mission to save as many dogs as we can with the best care possible.

Muttville is a very lively and fun-loving environment. The ideal candidate for this position is a team player who is adaptable, self-starting, reliable, people-oriented, and has excellent communication and organizational skills. A successful candidate will be comfortable with interactions with people and dogs throughout each day, and will have the ability and aptitude to be flexible and resourceful.

While Muttville veterinary technicians are responsible for the following tasks, they should utilize the help of volunteers in all aspects of the job and therefore must provide essential leadership, support, and communication to maximize volunteers' participation.

TECHNICAL VETERINARY DUTIES:

- Integrate, train, mentor, schedule, and track clinic volunteers to ensure their ongoing attendance, participation, and growth
- Perform all routine care including but not limited to vaccinations, micro-chipping, blood draws, urine and fecal sample collection, and eye, ear, wound, nail care, etc. Prepare samples to send out or perform in-house tests, and maintain the laboratory
- Work closely with and assist the veterinarian in all medical care for the dogs
- Manage medications as prescribed by the veterinarian
- Clean, scale and polish teeth with dental machine and hand instruments. Perform intra-oral radiography
- Assist on an as needed basis with managing the flow of patients through the surgical suite
- As needed induce anesthesia and intubate, monitor anesthesia, assess anesthetic risk and communicate clearly to DVM, prepare patient for surgery using hospital procedures, assist surgeon, calculate drug dosages related to surgery/treatment/anesthesia/critical care/emergency and keep thorough records

PROGRAM ADMINISTRATION & COMMUNICATION:

- Help create and promote a welcoming and supportive environment in the vet suite and actively engage with foster parents, adopters, coworkers, volunteers, and volunteer or per-diem veterinarians

- Serve as a medical communications liaison with staff, foster parents, volunteers, and adopters, ensuring that every dog's health issues are understood and managed appropriately. This may include answering questions or providing instructions in person, via email, or over the phone
- Arrange for, schedule, communicate, and manage follow-up appointments for Muttville dogs with foster parents and staff. Prepare medical records for all types of appointments
- Email, fax, copy and/or prepare medical records/charts, create various reports from the software, and stock inventory in the pharmacy and clinic
- Represent Muttville in a positive, professional, and courteous manner at all times and reserve judgement in difficult situations
- Practice discretion with sensitive information regarding employees, volunteers, donors, and our dogs, and refrain from gossip and negativity
- Communicate appropriately with volunteers and team members to understand euthanasia decisions
- Communicate clinic issues and concerns to the Veterinary Programs Manager

MEDICAL RECORDS

- Be well versed in hospital software, medical record charting, surgical monitoring charts, dental charts, hospitalized patient charts and keep very thorough, accurate, legible, and professional notes in each
- Provide daily data entry, including records regarding dogs' diagnostics, health, temperament, and next steps. This may include writing and updating easy-to-understand medical case summaries, as determined by the Muttville veterinarian, for each of the dogs in a timely manner to assist the adoption team with medical communications

HOUSEKEEPING:

- Keep treatment rooms clean and sanitary
- Be prepared to perform routine kennel duties including walking, feeding, medicating, scrubbing, mopping, laundry and bathing
- Other duties as assigned

REPORTS TO:

- Veterinary Programs Manager
- Veterinarian

POSITION REQUIREMENTS:

Physical Requirements & Work Environment

- Work is performed at Muttville headquarters, which includes areas where free-roaming dogs live and are cared for, office spaces, stairs, and outdoor locations
- Subject to dog bites and scratches while handling dogs of questionable temperament
- Regular bending, reaching, kneeling, sitting on the floor, crouching, and dog walking with occasional lifting of up to 50 pounds
- Occasionally works at computer station, and operates veterinary and electronic equipment
- Exposure to disinfectant solutions
- Comfortable and willing to accommodate multiple dogs in work and office spaces

Education & Experience

- RVT or equivalent with at least 5 years of experience
 - Preference given toward technicians with simple tooth extraction skills/experience

Knowledge, Abilities & Skills

- Ability to handle dogs safely and with patience, gentleness, and understanding. Commitment to positive reinforcement handling methods required
- Stress management skills with the ability to handle an array of situations from routine to emergency calmly and professionally
- Available to work weekends, morning and evening shifts, and holidays as-needed required. Committed to supporting co-workers to accommodate special shift exchanges
- Ability to communicate medical information in laymen terms to adopters, foster parents, staff, and volunteers
- Ability to assist in the growth and development of clinic volunteers
- Ability to demonstrate strong customer focused skills
- Solid computer skills

Salary and Benefits:

- The starting salary for this position is commensurate with experience and qualifications.
- This position is eligible for benefits package including vacation and holiday pay, paid sick time, medical insurance, life insurance, long-term disability, 401k plan, and gym membership to FitnessSF
- This is a full-time, non-exempt position. Currently we are seeking to hire a new team member for an average of 40 hours per week, working 5 days a week