

## **MUTTVILLE** senior dog rescue



**Position Title:** Veterinary Technician  
**Classification:** Full-time, non-exempt  
**Date:** May 2022

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, and pride ourselves on redefining the standards of humane shelter care. It is our goal to save over 1100 dogs each year, and beyond that, our mission to change the public's perception of who senior dogs are and what their unique role in our lives can be. We are a team-oriented organization with a positive attitude when it comes to helping animals and working with our community. We work in an energetic and upbeat atmosphere that embraces diversity, teamwork, and self-development all while providing lifesaving and match making services to senior dogs and humans alike.

### **Position Summary**

The primary focus of this position is to assist with dog's intake, physical exams, surgeries, 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 happy, 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.

This is an exciting time to join the team, as Muttville has acquired a new campus, including a fully equipped veterinary clinic to serve Muttville dogs. We anticipate renovations to be complete in the Spring of 2023.

### **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 veterinarians in all medical care for the dogs
- Manage medications as prescribed by the veterinarians
- Assist with cleaning, scaling, and polishing teeth with a 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 DVMs, prepare patients for surgery using hospital procedures, assist surgeons, calculate drug dosages related to surgery/treatment/anesthesia/critical care/emergency and keep thorough records

#### **PROGRAM ADMINISTRATION & COMMUNICATION:**

- Help create and promote a welcoming, up-beat, 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 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 Director of Veterinary Programs

#### **MEDICAL RECORDS**

- Be well versed in hospital software, medical record charting, surgical monitoring charts, dental charts, and 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 and surgery 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:**

- Director of Veterinary Programs
- Veterinarians

#### **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***

- At least 3 years of veterinary clinic experience
  - Preference given to technicians with comfort in anesthesia monitoring and surgical assistance

### ***Knowledge, Abilities & Skills***

- Ability to handle dogs safely and with patience and gentleness. Commitment to positive reinforcement handling methods required
- Highly motivated to save as many dogs as possible with the ability to problem solve and thrive with limited time and the utilization of volunteers
- Ability to manage multiple tasks in a fast-paced environment while demonstrating a calm, flexible, and positive demeanor
- Strong interpersonal and leadership skills including a willingness to consistently provide superior guest service, embrace and foster change, the ability to react appropriately under pressure, and the ability to apply good judgment in difficult situations
- Stress management skills with the ability to handle an array of situations calmly and professionally
- Commitment to maintaining a drama-free zone with coworkers
- 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 layman terms to adopters, foster parents, staff, and volunteers
- Ability to assist in the growth and development of clinic volunteers
- Solid computer skills

### **Salary and Benefits:**

- The starting salary range for this position is \$29-\$33/hour, commensurate with experience
- This is a full-time, non-exempt position and the benefits package includes medical insurance, 401K plan, and paid time off for vacation, holidays, and sick time
- Currently we are seeking to hire a new team member for an average of 32-40 hours per week, working 5 days a week at Muttville's headquarters

### **TO APPLY:**

- Please send both your cover letter and resume to [jobs@muttville.org](mailto:jobs@muttville.org)

### **COVID-19 Vaccination Notice**

Muttville requires any new employee to be up to date on COVID-19 vaccines, which includes booster doses upon eligibility, subject to consideration for medical and religious accommodations.