

MUTTVILLE
senior dog rescue



Position Title: Veterinary Technician
Classification: Part-time, non-exempt
Date: October 2019

Position Summary

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 this year. We are a team-oriented organization with a positive attitude when it comes to helping animals and working with our community.

We are seeking a part-time Veterinary Technician to join our team and grow our surgical program. With the ever growing need to save more lives, it is imperative that Muttville be able to perform surgical procedures in-house.

The preferred applicant has a flexible schedule and demeanor, is skilled working with dogs of varying temperaments, is dedicated to providing excellent customer service, and is highly committed to keeping our facility clean and organized. The ideal candidate is a team player who is adaptable, self-starting, reliable, people-oriented, and has excellent communication and organizational skills. While Muttville Veterinary Technicians are responsible for all of 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 –

- Manage the flow of patients through the surgical suite each day
- Utilize and direct volunteers on a daily basis to help with daily duties
- Fill prescriptions written and authorized by a DVM.
- Take vital signs and prepare/give vaccines and injections (IV, SQ, and IM)
- Collect and prepare samples to send out or perform in-house tests (urine via free-catch or cystocentesis, phlebotomy, feces, skin scrapings, etc.), and maintain laboratory equipment
- Perform all patient treatments ordered by the attending DVM (medicating, TPR, close observation and charting, use IV pumps, monitors, dental machines, intra-oral radiology and anesthesia machines)
- Induce anesthesia and intubate, monitor anesthesia, assess anesthetic risk and communicate clearly to DVM, prepare patient for surgery using hospital procedure, assist surgeon, calculate drug dosages related to surgery/treatment/anesthesia/critical care/emergency and keep thorough records
- Maintain all surgical equipment, surgery packs, surgical inventory, cold trays and the surgery prep room and surgery suite
- Clean, scale and polish teeth with dental machine and hand instruments. Perform intra-oral radiography

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
- Record TPR's, medical history, patient status, procedures, treatments, findings, lab results, surgical notes, pre-surgical findings, anesthetic risk, medications given or dispensed, and complete discharge/homecare/report card instructions

HOUSEKEEPING

- Keep treatment/surgery/exam rooms clean and sanitary
- Be prepared to perform routine kennel duties including walking, feeding, medicating, scrubbing, mopping, laundry and bathing

ADMINISTRATIVE DUTIES AND COMMUNICATIONS

- Help the Veterinary Programs Manager build and maintain relationships with local surgeons. Help create an environment that is welcoming of volunteer/per-diem veterinarians
- Email and prepare charts, fax, make copies, create various reports from the software, answer phone calls, make appointments, prepare medical records for all types of appointments, and stock inventory in the pharmacy and clinic
- Learn to exceed our fosters/adopters expectations, answer questions, return phone calls/emails, offer tours and offer grief counseling
- Represent Muttville in a positive, professional, and courteous manner at all times
- Practice discretion with sensitive information regarding employees, volunteers, donors, and our animals, and refrain from gossip and negativity
- Reserve judgement in difficult situations
- Learn the veterinary and shelter software thoroughly, and commonly used shelter documents
- Communicate appropriately with volunteers and team members to understand euthanasia decisions

REPORTS TO:

- Veterinary Programs Manager
- Veterinarian

POSITION REQUIREMENTS:

Physical Requirements & Work Environment

- Work is performed at Muttville headquarters, which includes areas where 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 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
- Available to work weekends, morning and evening shifts, and holidays as-needed required. Committed to supporting co-workers to accommodate special shift exchanges

Knowledge, Abilities & Skills

- Stress management skills with the ability to handle an array of situations calmly and professionally

Salary and Benefits:

- The starting salary for this position is commensurate with experience and qualifications
- This is a part-time, non-exempt position. Currently we are seeking to hire a new team member for an average of 20 hours per week