



## Job Description

<b>Job Title:</b>	<b>Veterinary Technician</b>
Department:	Veterinary Clinic
Classification:	Full-time (40 hours/week), hourly, non-exempt, non-seasonal
Job Relationships:	Supervised by Patient Services Manager and Director of Veterinary Services. Directed by Veterinarians. Works closely with Clinic Client Service Representatives and volunteers.
Position Summary:	The Veterinary Technician assists veterinarians with all aspects of the treatment and care of animal patients, educates clients on proper animal care, and promotes and supports the services offered by the Humane Society of Boulder Valley (HSBV).

### Essential Duties and Responsibilities:

#### **Veterinary Clinic -- Patient Treatment and Care**

- Coordinates the daily surgery and treatment schedule, performs all pre-surgical duties, conducts pre-surgical physical exams on patients and alerts veterinarian to any concerns.
- Calculates, administers and records pre-anesthetic drugs. Completes controlled drug logs as appropriate.
- Monitors anesthesia during surgery, through post-anesthesia and recovery.
- Performs medical treatments and administers medications for hospitalized patients, including cleaning, feeding, and relief.
- Operates digital radiology equipment, and follows radiology safety procedures.
- Performs dental cleanings, including dental radiographs.
- Responds to emergency situations, administering triage care.
- Prepares laboratory samples and evaluates in-house lab work.
- Assists veterinarians with exam room office calls, sees technician office calls as assigned.
- Performs euthanasia of privately owned animals at the guardian's request under the direction of the attending veterinarian.
- Maintains appropriate medical records, documents, and data entry for patients.

#### **Shelter – Animal Treatment and Care**

- Performs daily health evaluation and scheduled treatments for shelter animals.
- Assists Veterinarian with daily shelter veterinary rounds, assists in the care and treatment of animals in the foster program.
- Assists with euthanasia of shelter animals when requested.
- Reviews medical disclosures for shelter animals with potential adopters, providing client education and recommendations for conditions requiring follow-up care.
- Responds to post-adoption health inquiries, schedules post-adoption exams and treatment.
- Addresses animal behavioral needs or concerns with the Behavior and Health team.

#### **Client Service and Client Education**

- Educates clients on pre and post -surgical care of their animals.
- Provides orientation and training to veterinary students, veterinary assistants and interns.
- Schedules clients and performs the duties of a receptionist when needed and as assigned.

- Represents HSBV in a professional and courteous manner at all times. Provides quality service to clients, volunteers, and employees recognizing their individual contributions to the success of the organization.
- Takes an active role in educating clients on HSBV programs and services, and promotes special events, programs, fundraising efforts, and donor opportunities when practical.
- Integrates volunteers and takes an active role in their training, integration, safety, performance, and job satisfaction.
- Attends and participates in HSBV training programs as assigned.

### **Hospital Operations**

- Assists with day to day operations of the Veterinary Clinic.
- Cleans and prepares surgical instruments and ensures supplies are available and ready for use.
- Maintains veterinary equipment in good working condition, reports repair needs as necessary.
- Maintains communication with Veterinarians about animal care and treatment.
- Inventories and orders supplies as assigned.
- Maintains satisfactory level of care by attending Continuing Education as required or assigned.
- Maintains departmental procedures and protocols regarding care and humane treatment of animals.

### **Safety**

- Follows all safety guidelines to ensure a safe work environment.
- Takes immediate action to address any safety concern or noncompliance of safety rules that could put an employee, volunteer, client, animal or the organization at risk.

**This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.**

### Qualifications:

#### **Education/Experience**

Current Colorado State Certification as Veterinary Technician (CVT) or five years of experience as a non-credentialed technician. Experience with AVImark software preferred. Experience in the animal welfare field preferred. No allergies to animals, able to lift and carry 50 pounds with assistance.

#### **Knowledge, Skills, and Abilities**

Strong verbal and written communication skills, organizational skills and customer service skills. Shows initiative and is a conscientious worker. Ability to handle multiple tasks at once in a fast-paced environment. Detail oriented and exercises good judgment when dealing with the public and animal-related concerns. Committed to the mission of the Humane Society of Boulder Valley and to the success of the Veterinary Clinic.

#### **Working Conditions**

Work is performed in a kennel/shelter/clinic setting. Exposure to disinfectant solutions when in kennel and clinic areas. Subject to animal bites and scratches while handling animal of questionable temperament. Daily lifting of up to 50 pounds with assistance. Ten-hour work shift requires standing, walking, bending, twisting, lifting and sitting while restraining animals for treatment, assisting veterinarians in surgery or in exam rooms, communicating with clients, performing data entry, and general housekeeping of the work environment.

#### **Schedule**

Regularly scheduled for four ten-hour shifts per week. Saturday availability required.

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