

**SPCA Albrecht Center for Animal Welfare**

**JOB DESCRIPTION**

Job Title:	Licensed Veterinary Technician
Department:	Veterinary Care Center
Reports to (Title):	Practice Manager, Veterinarians and Executive Director
Supervises (Title):	Veterinary Assistants
Working Relationships:	Veterinarians, Practice Manager, Veterinary Assistants, Veterinary Externs, Receptionists, Clients
Status:	Non-exempt, full-time
Schedule:	Monday-Friday 7:45am-5pm. If required by Manager, must be available for a scheduled Saturday.
Job Location:	SPCA Albrecht Center
Job Summary:	The technician is responsible for client and patient care, some administration duties, and for assisting Veterinarians.
Key Responsibilities:	<p><b>Daily Duties:</b></p> <ul style="list-style-type: none"> <li>• Prepare records, consent forms, and the like</li> <li>• Admit patients</li> <li>• Present invoices, receive payments, and prepare estimates</li> <li>• Handle telephone calls and emails</li> <li>• Greet clients in a friendly manner</li> <li>• Dispense medications, pet foods, and supplies</li> <li>• Properly invoice prescription and pet foods to maintain inventory</li> <li>• Update client/patient files</li> <li>• Maintain computer records</li> <li>• Perform closing procedures</li> <li>• Perform other duties as assigned</li> <li>• Assist Doctor and other Assistants where required.</li> </ul> <p><b>Technician Duties:</b></p> <ul style="list-style-type: none"> <li>• Review vaccination records and prepare vaccines according to our vaccine protocol</li> <li>• Assist Veterinarian in medical procedures using proper and safe restraint; know how to restrain fractious patients safely and humanely</li> <li>• Assist Veterinarian in surgical procedures using proper aseptic technique</li> <li>• Maintain and use medical equipment such as IDEXX CBC, Chemistry, U/A and autoclave</li> <li>• Perform routine laboratory procedures such as fecal exams, cytology's and analyses in hematology, microbiology, urinalysis and serology</li> <li>• Prepare samples for outside laboratory analysis</li> <li>• Induce anesthesia and intubate patient</li> <li>• Monitor patients under anesthesia</li> <li>• Administer treatments and injections following the instructions of a doctor or a treatment form</li> <li>• Initiate emergency procedures</li> <li>• Maintain controlled drug, anesthesia, fecal, and heartworm test logs</li> </ul>

	<ul style="list-style-type: none"> <li>• Take and process digital radiographs</li> <li>• Take vital signs of animals including temperature, pulse, and respiration</li> <li>• Perform dental cleanings</li> <li>• Perform and analyze skin and ear cytology's</li> <li>• Perform catheterization – urinary and venous</li> <li>• Complete ear cleanings and nail trims</li> <li>• Perform other duties as assigned</li> </ul>
Qualifications:	<ul style="list-style-type: none"> <li>• Certified, Licensed, and experienced (minimum 1 year) Veterinary Technician with good client communication and telephone skills.</li> <li>• Must effectively be able to read, speak, and write in English.</li> <li>• Must have basic computer literacy skills and be able to handle multiple unrelated tasks simultaneously while working in a busy environment.</li> <li>• Must be proficient, or willing and able to master the skills of Avimark software.</li> <li>• Must be able to lift 50 lbs, work on feet all day, and write legibly.</li> <li>• Must be customer service oriented and friendly.</li> <li>• Professional appearance required; scrubs are to be worn at all times.</li> <li>• Technician will be required to be at work when scheduled and be on time.</li> <li>• Must be able to administer injections, perform venipuncture, take vital signs of animal, and properly restrain animals, including fractious animals, for examination and treatment.</li> <li>• Technician must be able to give treatments, medications, intravenously, orally, and subcutaneously.</li> <li>• Employee must be able to work independently and in a group.</li> <li>• <b>Upon hiring, all new employees will be subject to a 90-day probationary period.</b></li> <li>• <b>All aforementioned requirements are subject to change by employer at any time.</b></li> </ul>
Additional Information:	<p><b>Work Environment:</b>  Small animal hospital, work in front and back of hospital, high level of client interaction, exposure to x-rays and anesthetic gases with proper protective measures. Potential for exposure to zoonotic diseases and possible hazardous materials.</p> <p><i>* This job description does not state or imply that these are the only duties to be performed by the employee occupying the position. Employees are required to follow other job-related instructions and to perform job-related duties as assigned or requested by their supervisor.</i></p> <p><i>*We want to make employees aware that from time to time we do humanely euthanize animals that are sick or injured beyond our capacity for treatment. Also, we may find it necessary to humanely euthanize the life of an animal who has displayed aggressive tendencies and who poses a risk to public safety or to the safety of other animals.</i></p>