



Humane Society of Northeast Georgia
845 West Ridge Road, Gainesville, GA, 770-532-6617, www.HSNEGA.org

POSITION:	Licensed Veterinary Technician
REPORTS TO:	Clinical Manager
GRADE LEVEL:	Experienced
HOURS:	Full-time
BENEFITS:	Health and dental insurance; paid vacation, holidays, and sick leave, continuing education, licensing and DEA registration allowance, eligibility for public service loan forgiveness; 401K with 3% match
CLASS:	Full-time, exempt

SCOPE OF POSITION

The Licensed Veterinary Technician (CVT, RVT, LVT or LVMT) oversees and provides full-service quality medical and surgical care for all shelter and public animals. In addition, the LVT serves as the team leader for the Veterinary Assistants (VA). The LVT is a leadership role which serves as an on-site mentor for the VA's and upholds HSNEGA's clinical and operational standards of care on a day-to-day basis.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Wellness Clinic

- Safely and humanely administer medications, vaccinations, screening tests and microchips to public owned animals within the scope of HSNEGA's standard operating procedures.
- Efficiently and kindly communicate with clients to obtain history, discuss wellness services, and care for their animal.
- Exceptional animal handling skills and confidence in the ability to handle aggressive animals safely.
- Maintain accurate and detailed medical records.
- Working knowledge of vaccinations, flea/heartworm prevention, and basic animal husbandry.

Animal Care

- Assist with animal intakes/surrenders in conjunction with the Intake Coordinator including administering vaccines, screening tests and other wellness services to intakes as needed.
- Assist with ensuring shelter animals are being cared for, treated/medicated properly, and be constantly aware of the animals' conditions. Address staff/volunteer concerns regarding specific animals in collaboration with veterinarians.
- In conjunction with ACE Manager, assist with administering care to animals in restricted areas as needed. Assist with transportation to outside veterinarians if needed and ensure treatment plan for sick animals is followed as specified by the Lead Veterinarian.

- As needed/scheduled, conduct daily shelter animal care including feeding and cleaning/sanitation of kennels/equipment in a humane, effective, efficient and safe way.
- Work with staff to ensure accurate records for both public and shelter animals.

Surgery

- Assist the Veterinarian with intake exams and morning medical set up
- Patient Prep; helping induce, clipping for surgery, surgical scrubbing, and other preparations as needed for surgery.
- Recovery; Recovery of a large number of animals recovering from anesthesia simultaneously, administering vaccinations, pain medication, and other postoperative services.
- Working knowledge of sterile operating room procedures

Leadership

- Works collaboratively with the veterinarians to review and discuss pertinent issues involving the medical needs of animals in the care of HSNEGA, cases for referral, and any additional clinical issues that may have an impact on the overall operations of HSNEGA.
- Establishes and maintains medical records and drug use logs to standards of veterinary and sheltering practices; assists veterinarians with ensuring other clinical team members are documenting in appropriate software (PetPoint, Neo) in a proper, timely and complete manner.
- Oversees implementation of clinical protocols in conjunction with the Lead Veterinarian.
- Supports the organization in establishing and maintaining a culture of care and compassion while providing appropriate leadership and direction to the Veterinary Assistants; promotes positive morale, creativity and teamwork among staff.
- Educates, mentors and coaches VA's and interns. Promotes continuing development of medical care through continued education.
- Provides onboarding support to new staff VA's and assists relief veterinarians as needed.

Physical Requirements and Work Environment

- Consistently exposed to animals/animal allergens under conditions with limited alternatives available.
- Must be able to successfully handle routine and difficult public contacts.
- Must be able to deal with an often fast paced and changing workload which at times can be stressful.
- Must have the ability to perform in standard office, animal care, and kennel environments with exposure to hazardous chemicals and be able to tolerate noxious odors and high noise levels.
- Must be able to safely lift and carry up to 50 pounds repeatedly throughout the day with help.
- Must be able to work standing for 6 or more hours and be able to bend/kneel repeatedly and have a reasonable degree of agility to move through tightly cramped areas in various situations.
- By nature of the industry, consistently exposed to animals/animal allergens under conditions with limited alternatives available. There also may be occasional exposure to dead, sick, unruly, and/or dangerous animals in addition to exposure to parasites and infectious diseases.

SKILLS AND QUALIFICATIONS

- Veterinary Technician Certification (CVT, RVT, LVT or LVMT)
- Patient exams, auscultation of heart and lung sounds, determine normal/abnormal TPRs and QATS
- Surgical skills including: preparing and maintaining the surgical environment in order ensure an asepsis environment for both patient and personal safety.
- Anesthesia monitoring and endotracheal intubation

- Nursing skills including: restraining patients, administering medications PO/IV/SUBQ/IM, applying and maintaining bandages, providing high quality physical and psychological needs of the patient.
- Pharmacology knowledge including: preparing and dispensing medications, calculating dosages, recognizing adverse reactions, knowledge of regulations regarding the safe handling of biohazardous materials.
- Acquire and possess a thorough understanding of - and dedication to - animal welfare issues
- Highly motivated with a professional attitude
- Strong communications skills
- Must be able to work constructively within a team in a busy and intense environment.
- Must be able to respond quickly to a variety of medical situations and cope with urgent/frustrating situations and remain calm.
- Understand and support the values, culture, and policies of HSNEGA.
- Experience in dealing effectively and tactfully with the public, and ability to create a team environment/positive work culture and implement change when needed.
- Ability to work with different software programs including MS Office and Pet Point.
- Willing and able to obtain training/continuing education as needed.
- Demonstrated ability to apply good judgment in making decisions in accordance with organizational policies and procedures and to handle emergencies, think critically and act accordingly.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship