



***Interested in joining a dynamic team working to help people and pets in our community? Join the HOV team!***

**Job Title:** Relief Veterinary Technician

**Department:** Vet Clinic

**Status:** On-Call / Non-Exempt

**Pay Rate:** \$20.00

**Benefits Eligible:** No

**Posting Created:**

**Hours:** On-call shifts as needed

**Position Summary:** Provides quality medical coverage and assistance with medical procedures to ensure ongoing quality care and maintain a flow of pets from intake to adoption availability. Performs medical evaluations, surgical prep and aftercare, in-house diagnostics, treatments and monitoring in conformance with HOV policies and procedures.

The Relief Veterinary Technician works closely with the Clinic Manager, veterinarians, vet techs, animal care and behavior staff and must act as part of a harmonious team. Other duties may be assigned to meet the needs of HOV by the Clinic Manager or Operations Director.

Reports directly to the Clinic Manager.

**Essential Duties & Responsibilities:** To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential duties.

**Clinic Support:**

- Ensures all vet clinic paperwork, logs, reports, and medical records are produced, stored, updated and filed according to HOV policies and procedures.
- Responsible for accurate and timely entry of medical data, including exams, vaccinations, surgeries, evaluations, and status changes, into each animal's file/paperwork as well as the PetPoint database.
- Cleans and sanitizes all clinic surfaces, implements and laundry as necessary on a daily basis.
- Prepares, monitors, stores, and stocks clinic medical implements, supplies, drugs and medications as necessary to ensure efficiency in the clinic and adherence to protocols and controlled substance laws.
- In coordination with Spay/Neuter Assistance Program (SNAP) Coordinator, responsible for assisting veterinarian and participating in the clinic as needed

**Veterinary Support:**

- Performs animal handling assistance for Veterinarians, Veterinary Technicians or Animal Care staff during surgery, examinations, evaluations, euthanasia, and/or medications and treatments.
- Administers medications, intravenous fluids, vaccinations and treatments as directed by the Clinic Manager and/or Veterinarians and as necessary to ensure all animals receive appropriate care on a daily basis.
- Moves animals to and from the vet clinic in preparation of medical care, properly noting status and location changes as necessary.
- Performs blood draws, monitors vital signs, prepares lab samples for submission, monitors anesthesia during surgery, and performs other basic medical functions as directed by the Clinic Manager and/or Veterinarian.
- Performs and interprets basic diagnostic tests such as fecal flotation, fecal smear, skin scrape, urinalysis, various snap tests, cytology at the direction of the Clinic Manager and/or Veterinarian.
- Communicates animal health and behavior observations in a timely and effective manner to the appropriate operations personnel.
- Assists with animal evaluation processes in accordance with HOV policies and procedures regarding the classification and determination of adoptability of animals.
- Other duties as assigned by Clinic Manager or Operations Director.

**Customer Service:**

- Maintains positive customer relations and public visibility, and acts as an ambassador for all public interfaces in a manner upholding the mission and goals of HOV.
- As needed, acts as a contact for vet clinic communications, including emails and phone calls. Responds appropriately and in a timely manner to all inquiries
- Staffs special HOV or off-site events, such as microchip clinics, spay/neuter clinics, vaccination clinics, as directed by the Clinic Manager.
- Monitors and assists all clinic volunteers in a respectful and effective manner.

**Qualifications & Requirements:** The requirements listed below are representative of the knowledge, skills, and ability required.

- Must be able to lift a minimum of 50lbs
- Must be able to work comfortably with dogs and cats of all breeds, sizes, ages, and temperaments.
- Must have knowledge and competency with a number of basic medical procedures, such as subcutaneous and intra-muscular injections, intravenous fluid maintenance, venous puncture, vital signs monitoring, and animal restraint.
- Veterinarian Technician Certification a plus.

**Special Machines, Tools and Equipment Used:** Anesthesia machine, digital x-ray, dental x-ray and software, chemistry machine and microscope, autoclave, centrifuge, ultrasonic cleaner, incubator, industrial sized washer/dryer, computers, standard office equipment.

**To Apply:** Visit our website at <https://www.heartofthevalleyshelter.org/about-us/#Employment> to complete our online application. To be considered as a candidate for this position, an online application must be submitted.

I understand this job description is intended to only provide an overview of the job responsibilities and requirements. It is not intended to be construed as an all-inclusive list of duties, skills, and abilities. Additional job duties and requirements may be assigned by supervisors as necessary. This job description does not represent an expressed or implied contract of employment, and Heart of the Valley reserves the right to change this job description and/or assign tasks as the needs of the organization dictate.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_