



# PALM SPRINGS ANIMAL SHELTER

COMPASSIONATE • PROGRESSIVE • COMMITTED

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<b>Job Title:</b>	Registered Veterinary Technician
<b>Department:</b>	Medical
<b>Reports to:</b>	Medical Director
<b>FLSA Classification:</b>	Non-exempt, Full-Time (eligible for overtime & benefits)
<b>Supervises:</b>	None
<b>Created / Update:</b>	Updated: August 2022
<b>Compensation:</b>	\$22 - \$26/hour

## POSITION OVERVIEW

Reporting to the Medical Director and working with Veterinarian(s), the Registered Veterinary Technician (RVT) is responsible for helping to assess and maintain the health of each animal in the facility.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensure the safety and health of animals within the facility.
- Observes and evaluates animals for signs of illness, injuries and parasites.
- Determines when an animal needs immediate veterinary care. In these situations, RVT will stabilize the animal, including placement of IV catheters, monitoring of vital signs and providing fluid therapy. Prepares and administers medications (orally, subcutaneous, intramuscular, and intravenously) and vaccinations according to instructions and direction from the veterinarian.
- Monitors inventory levels and helps maintain medical supply and drug inventory.
- Assists veterinarian(s) in any on-site procedures, including surgery. Calculates and administers pre-op drugs, monitors anesthesia, autoclaves surgical packs, monitors animals during recovery.
- Runs and interprets diagnostic tests.
- Collects and processes fecal samples, performs skin scrapings. Utilizes a microscope to interpret results and communicate the results to the veterinarian.
- Performs basic bandaging and wound care for animals.
- Cares for, cleans, and feeds animals in assigned areas.
- Enters medical information into the computer system (PetPoint).
- Maintains clinic logs and records as directed and assigned by the veterinarian.
- Maintains a sanitary environment in surgery and clinic areas.
- Maintain a positive and respectful attitude
- Willing to attend meetings pertinent to the position

- Operate within compliance with state, federal, local, AVMA laws and guidelines
- Adhere to the organization's policies and procedures as stated in the employee handbook and Standard Operation Procedures manual

**QUALIFICATIONS** – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience**

- High School Graduate or G.E.D.
- Minimum 2 years of experience in veterinary hospital/medical field work or shelter

**Required Technical / Other Skills and Abilities**

- Proficient with computer data entry
- Good interpersonal skills
- Able to effectively communicate with staff, volunteers, and a diverse public population
- Must be well-organized and detail-oriented
- Able to enthusiastically work in a fast paced work environment while problem solving and multitasking
- Must be flexible to work additional hours when workload requires
- Knowledge of animal behavior a plus
- Must be self-guided, requiring minimal supervision

**Required Licenses/Certifications**

- California-licensed RVT

**STANDARDS OF CONDUCT**

- **Leadership** – Maintain a positive, upbeat role, promote and exemplify Shelter values and represents departmental objectives and interests to internal and external customers
- **Customer Service** – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner
- **Teamwork** - Develop and promote teamwork and cooperation among co-workers
- **Safety** – Comply with established safe work practices and attend to all safety-related training provided or made available by the Shelter
- Other duties as assigned

**PHYSICAL DEMANDS and OTHER REQUIREMENTS** – See attached “*Physical Demands of the Position*”.

**CONFIDENTIAL INFORMATION** – This position has access to confidential information

and requires an agency background check completed by an outside agency contracted by the organization and includes a social security number and criminal conviction verification for counties where the employee/applicant worked and resided. The organization may request education/degree, employment verification and driving record checks.

**ACKNOWLEDGEMENT**

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

<i>Signed - Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Incumbent, Supervisor, Personnel File

## PHYSICAL DEMANDS OF POSITION

Job Title: RVT

Revised: August 2022

How many hours are worked per day? Up to 8 depending on business needs.

**When completing this form, look at the job from a typical/average workday perspective.**

<b>Legend</b>	
N	Never/ Not Required
I	Intermittent (<1 hr)
O	Occasional (1-3 hrs)
F	Frequent (3-6 hrs)
C	Continuous (6+ hrs)

Occurrence of Physical Activity					
Physical Requirements	N	I	O	F	C
<b>Sitting</b>			X		
<b>Standing</b>				X	
<b>Driving/Operate Foot Control</b>	X				
<b>Walk - Level Surface</b>			X		
<b>Walk - Uneven Surface</b>	X				
<b>Bend</b>		X			
<b>Twist</b>		X			
<b>Kneel/Crouch/Crawl</b>		X			
<b>Climb</b>	X				
<b>Reach Above Shoulder</b>		X			
<b>Reach Below Shoulder</b>		X			
<b>Hand use:</b>					
<b>mouse/keyboard</b>				X	

<b>Grasping/Holding</b>				X	
<b>Lifting:</b>					
<b>Up to 25 lbs</b>		X			
<b>50+ lbs</b>	X				
<b>Carry:</b>					
<b>Up to 10 lbs</b>		X			
<b>Up to 25 lbs</b>		X			
<b>Over 50 lbs</b>	X				
<b>Push/Pull:</b>					
<b>Up to 10 lbs</b>		X			
<b>Up to 25 lbs</b>		X			
<b>Over 50 lbs</b>	X				
<b>Environment:</b>					
<b>Inside</b>					X
<b>Outside</b>		X			
<b>Heat</b>					
<b>Cold</b>					
<b>Noisy</b>					X
<b>Other: _____</b>					
<b>Vision Needed:</b>					
<b>Close (20" or less)</b>					X
<b>Color</b>					X
<b>Peripheral</b>					X
<b>Depth</b>					X

**List specific job duties that require the physical demands selected above:**

This position requires long hours of standing in surgery, walking throughout the shelter to care for animals. Bending, twisting, kneeling, holding medical instruments, restraining animals, and computer use to input medical notes.