



Registered Veterinary Technician

Santa Rosa, CA

To Apply: <https://www.cci.org/careers.html>

SUMMARY

This position performs preventative health care duties and basic veterinary medical procedures. The position also assists the Veterinarian with complex procedures as well as provides office and equipment maintenance, inventory control and other administrative support functions within the veterinary clinic.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed:

- Administer oral, injectable and topical medications and/or vaccinations.
- Administer and monitor anesthesia. Supervise anesthetic recovery and administer pain medication and sedatives.
- Perform routine physical examinations and procedures, including health checks on puppies and dogs and currency of preventative care (vaccines, blood tests, etc).
- Assist in surgical procedures and provide emergency first aid that include wound treatment and triage.
- Assist in breeding dogs, estrus tracking and reproductive procedures.
- Perform dental procedures such as scaling and polishing of teeth, routine extractions and dental radiography
- Establish IV catheters and administer IV fluid therapy and treatments.
- Obtain blood and urine samples. Perform laboratory examinations involving blood, urine, fecal, and parasites. Insure proper process and transport lab samples.
- Fill pharmaceutical prescriptions.
- Lift and restrain animals for veterinary examinations.
- Maintain and clean medical, surgical and technical equipment. Report any abnormalities to veterinarian and schedule regular maintenance checks and repairs.
- Oversee and maintain inventory and cleanliness in exam room, pharmacy, x-ray and surgical suite.
- Maintain appropriate drug inventory including compliance with FDA/DEA/AAHA for controlled drugs as to logging inventory in and out and reporting back to state agencies.
- Perform and assist in x-rays and maintain x-ray files and supplies.
- Maintain hospital logs as directed by the veterinarian, which include surgical logs, controlled substance logs, x-ray logs and lab work logs. Document all treatments and procedures in a timely manner.
- Screen calls and route or respond appropriately to need. Provide on-call backup to veterinary during off hours and provide veterinary support and protocol to callers.
- Create, maintain and dispense routine medical handouts, including protocols for vomiting, diarrhea, etc.

- Maintain sanitary recovery runs, including disinfecting runs daily and doing laundry to ensure clean blankets and towels for use pre/post-surgery.
- Be accountable not only for direct responsibilities outlined in this job description but also to serve fellow staff and other constituents with whom position interacts. Ensure actions and communications are honest and transparent.

REQUIRED CHARACTERISTICS

- Able to perform several tasks concurrently, time management and organizational skills.
- Must be able to safely lift 45 pounds and safely handle, hold and restrain active dogs weighing up to 110 pounds. Employees should seek assistance when lifting dogs or objects weighing more than 45 lbs.
- Able to communicate via phone and e-mail.
- Able to use Microsoft Office, business and database software
- Able to keep up to date with current veterinary technology and equipment.
- Able to use digital x-ray and ultrasound machine.
- Able to complete necessary paperwork and meet deadlines.
- Able to work well with staff; good interpersonal skills and a pleasant manner dealing with volunteers and the general public.

EXPERIENCE: Prior work experience as a registered veterinary technician preferred

EDUCATION: High school graduate, GED or equivalent required.

LICENSES: RVT or equivalent required.

WORKING CONDITIONS: The employee will work indoors performing veterinary procedures and protocols. Weekend and holiday work may be required.

SAFETY HAZARDS: While performing the duties of this job, the employee is subject to hazards that can be caused by working with animals, veterinary equipment, medicine and chemicals. Activities include regular and/or repeated walking, standing, bending, stooping and kneeling. The noise level in work environment is usually quiet to moderate but can be loud at specific times.

This job description does not list all the duties of the job. You may be asked by supervisors or managers to perform other instructions and duties.

You will be evaluated in part based upon your performance of the tasks listed in this job description. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.