



Lake Oconee Humane Society  
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**Job Title:** Veterinary Technician  
**Department:** Operations  
**Reports To:** Shelter Medicine Veterinarian  
**FLSA Status:** Non-Exempt

### **MISSION STATEMENT & VISION:**

The Lake Oconee Humane Society (“LOHS”) is dedicated to a more humane community by reducing pet homelessness and helping pets and their owners have the best quality of life available.

LOHS envisions a community where companion animals live in a safe and loving home and the human/animal bond is honored by respect and compassion

### **Job Summary**

Reporting to the Shelter Medicine Veterinarian, the Veterinary Technician is responsible for the daily care of all surgical patients, assisting doctors with pre-, peri- and post-operative care of patients, general cleaning, and training others to utilize patient care protocols, inventorying, ordering, and restocking medical supplies and medications.

### **Essential Job Functions:**

1. Handle and track controlled substances for large volumes of surgical patients
2. Efficiently pre-medicate, induce, and intubate any and all patients as necessary
3. Able to monitor anesthesia, with a clear idea of abnormal conditions
4. Ensure prompt and accurate paperwork procedures are followed each day
5. Communicate in effective and professional manner with public, trainees, and all shelter staff members
6. Represent the shelter in a professional and courteous manner at all times
7. Follow all written and verbally communicated departmental standard operating procedures
8. Communicate with clients and assist with rechecks as needed
9. Knowledge and ability to intake and release patients, including delivering post-operative instructions in a competent and friendly manner
10. Train veterinary assistants, new staff members, and trainees to utilize our patient care protocols
11. Able to respond appropriately during an emergency, able to take directions from a veterinarian and direct others during the event, and maintain competency during CPR procedures
12. Able to glove in sterily and assist doctor with surgery when appropriate
13. Handle medical calls
14. Effectively “team lead,” displaying a positive attitude and acting as a motivating force for all staff members
15. Able to efficiently run a clinic team and maintain surgical flow
16. Able to perform all job functions of a veterinary assistant
17. All other duties, as assigned by supervisor

### **Education, Experience, Knowledge, Skills, Abilities:**

1. RVT or enrolled in an approved veterinary medical technology program
2. Must speak fluent English
3. Client Education
  - a. Must be able to learn basic veterinary medical concepts, including but not limited to vaccine protocols and anesthetic risks
  - b. Must also be able to communicate basic veterinary concepts to owners and be able to repeat information relayed by a veterinarian
  - c. Will be asked to take medical histories for surgical rechecks

- d. Will be asked to communicate with the public on a daily basis in a professional manner
4. Animal Handling
- a. Will be asked to handle (on average) 120 dogs and cats per day
  - b. Must be able to learn characteristics of animal behavior (for example: be able to identify aggressive or fearful behavior)
  - c. Must be able to use appropriate safety equipment for fractious or feral animals, the use of safety equipment is mandatory
  - d. Must possess excellent reflexes
  - e. Should be able to identify own limitations and be willing to ask for help
  - f. Must become proficient at animal restraint for various procedures
5. Physical Requirements
- a. Must be able to work standing or sitting for 8 or more hours
  - b. Must be able to lift and carry up to 50 pounds repeatedly throughout the day with help
  - c. Must be able to bend and kneel repeatedly
  - d. Must be able to see fine detail in a variety of situations
  - e. Must have good hearing, including ability to distinguish changes in pitch
  - f. Must have reasonable degree of agility to move through tightly cramped areas in various situations
  - g. Must have acceptable sense of touch and smell
  - h. Must have good range of motion in joints especially wrist, knees, elbows
  - i. Must have good range of motion in your back for twisting etc.
  - j. Must be able to work in potentially extreme environmental temperatures
  - k. Must have acceptable sense of balance
  - l. Must be able to work and reach on hands and knees
  - m. Must be able to use a ladder and/or step stool
  - n. Must possess excellent hand-eye coordination
  - o. May be asked to move large oxygen tanks
  - p. Must possess an acceptable degree of dexterity in hands and fingers
  - q. Must have good vision, including peripheral vision, fine detail, distance, depth perception, and ability to focus
6. Emotional/Mental Requirements
- a. Must be able to work under stressful conditions and work efficiently and effectively under those conditions
  - b. Must be able to respond quickly to a variety of medical situations (with training)
  - c. Must be able to cope with death due to surgical complication or euthanasia
  - d. Ability to rapidly and accurately process information
  - e. Ability to delegate tasks
  - f. Ability to recognize a need for assistance and ask for help
  - g. Ability to work independently and as part of team
  - h. Ability to make decisions
  - i. Ability to cope with frustrating situations and remain calm
7. Potential and Prolonged Exposures
- a. Prolonged exposure to various aqueous solutions, including but not limited to, dish soap, chlorhexidine, and spectra soap
  - b. Prolonged exposure to isopropanol, hydrogen peroxide
  - c. Potential exposure to formalin solution
  - d. Potential/prolonged exposure to isoflurane gas
  - e. Prolonged exposure to hydrogen peroxide cleaners and bleach
  - f. Prolonged exposure to pressurized steam
  - g. Potential exposure to sharps including needles and surgical blades

Current registered veterinary technician, with a license to practice in Georgia. Two or more years of experience in a veterinary clinic, veterinary hospital, and/or animal shelter or control facility. Candidate should be highly motivated, enthusiastic self-starter with a professional attitude.

### **Work Environment**

The offices and operations of this department be high stress and very busy at times. This position is scheduled for 5 days/week, usually Monday through Friday; however, the schedule can change and may sometimes require weekend or evening hours to complete the job. Can include working some holidays or evenings depending on needs. Candidate must be flexible with schedule changes and short notice requests.

LOHS is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

**DISCLAIMER:** This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

### **ACKNOWLEDGEMENT**

I have received, reviewed, and fully understand the job description for the Shelter Medicine Veterinarian position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

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Signature

Date