



The Humane Society of Sonoma County has a longstanding tradition of giving hope to homeless animals and we are seeking an experienced Veterinary Technician or Veterinary Assistant to work full-time or part-time in our Medical Departments.

Come and join our team! This is an exciting opportunity to work for an organization voted Best Animal Adoption Center and Best Charity Event (Wags, Whiskers & Wine) in Sonoma County by the North Bay Bohemian! We are passionate and dedicated to bringing people and companion animals together for a lifetime of love. Serving our community since 1931, the Humane Society of Sonoma County is a donor supported safe haven for animals. If you love animals and people...you will feel right at home in our pack!

## **SUMMARY**

The Veterinary Technician/Assistant in the Medical departments is responsible for delivering compassionate nursing care while presenting a positive and professional image when dealing with public. The technician/assistant will be knowledgeable and proficient in all basic medical tasks and have a broad knowledge and understanding of animal science, medicine, and husbandry, including a basic knowledge of pharmacology and sufficient mathematical skills to ensure the administration of accurate drug and fluid doses. The technician/assistant must be able to successfully restrain animals, complete clinical laboratory tests, use multiple radiology techniques, administer, and monitor animals under anesthesia, assist in surgery, and perform dental procedures.

## **DUTIES AND RESPONSIBILITIES**

- Pre-med, induce and intubate, and prep animals for surgery; monitor animals while under anesthesia and while recovering from surgery.
  - Assist doctor in surgery room.
  - Follow proper cleaning and sterilization of all surgical equipment, drapes, gowns, etc.
  - Monitor patients' recoveries. Protect patients from aspiration and hypothermia. Maintain surgery logs with patients' names, doctors' names, procedures performed, types and amounts of pre-anesthetic and anesthetic agents, and surgical times.
  - Maintain controlled-substance logs with patients' names, doctors' names, types and amounts of drugs used, amounts of drugs remaining, and your signature.
  - Keep controlled drugs secured to meet Drug Enforcement Agency and state board specifications.
  - Monitor surgical patients by tracking anesthetic depths, heart rates, respiratory rates, temperatures, pulse oximetry, and ECGs during anesthetic procedures.
  - Minimize radiation hazards, use protective equipment, wear exposure badges during radiographic exposures.
  - Receive and stock supplies matching to invoices. Report all shortages, overages, and damaged goods.
  - Ensure that medical supplies are always available; regularly check for outdated supplies and remove and replace as needed.
  - Follow OSHA standards and be able to find Material Safety Data Sheets quickly.
  - Always be in position and prepared to work at the start of each scheduled shift.
  - Promote a positive attitude among staff and assist other employees as needed.
  - Show respect for team members and animals (alive or deceased) at all times.
  - Maintain veterinary technician certificate, license, or registration as appropriate
  - Maintain strict confidentiality regarding patients and happenings within organization.
  - Be prepared to handle any pet or facility emergency that may arise, including dog or cat fights, choking or strangulating animals, and facility fire or weather-related emergencies. Follow contingency plans.
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- Maximize patients' comfort with a gentle and reassuring manner. Understand that actions that would constitute animal cruelty under state or local laws or the practice's policies will be grounds for immediate reprimand and/or termination.
- Monitor patients' behaviors and note potentially aggressive behaviors. Use caution when handling aggressive or potentially aggressive pets. Request assistance when needed.
- Monitor changes in patients' conditions. Alert doctors to significant changes.
- Strictly follow isolation and contagious disease protocols.
- Assist with euthanasia procedures as per Humane Society of Sonoma County policies & California Laws.
- Provide basic life support, including CPR, airway maintenance, and oxygen therapy.

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Sufficient knowledge of laboratory equipment such as centrifuges, microscopes, and chemistry analyzers.
- Familiarity with infectious diseases, including their prevention and steps to reduce or eliminate transmission. Know the most common zoonotic diseases.
- Familiar with the anesthetic machines to operate, maintain, and repair them.
- Ability to successfully restrain animals, complete clinical laboratory tests, and use multiple radiology techniques.
- Proficient in all aspects of basic dentistry, including scaling, polishing, radiographs and charting.
- Proficient in the cleaning and preparing of the surgical suite prior to and post-surgery.
- Ability to handle stress and pressure with poise and tact.
- Ability to lift pets and objects weighing up to 50 pounds without assistance. Assist in lifting patients weighing more than 50 pounds.
- Ability to perform x-rays using proper technique.
- Good time management skills and ability to prioritize tasks.

#### **QUALIFICATIONS**

- Current and valid California Registered Veterinary Technician license preferred but not required
- Minimum 2 years' experience working with animals, shelter experience preferred but not required
- Be willing and available to stay late or through breaks, when needed, to assist with emergency or critical-care patients.

Please submit resume and cover letter with salary requirements to the "jobs" email link at the top of our Current Openings listing on our website. We are sorry, we are unable to take phone calls or inquiries in person. All applications should be submitted to the "jobs" email link at the top of our Current Openings listing on our website.

For more information, please visit our website: <http://humanesocietysoco.org/careers/>.

*The Humane Society of Sonoma County is a 501c3 nonprofit organization with a mission to ensure every animal receives protection, compassion, love, and care. We are an Equal Opportunity Employer and offer a benefits package to employees working 20 or more hours a week, which includes health, dental, and vision insurance and a 403b retirement plan, along with staff discounts on our services.*

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