



## **Veterinary Technician - Surgery**

Northwoods Humane Society

Wyoming, MN

**Position Purpose:** Provide routine and surgical nursing care functions for surgical animal patients, including but not limited to surgical preparation, handling of controlled substances and logs, pre- and post-surgical treatments.

Accountability:

Reports to: Shelter Supervisor and Shelter Veterinarian

Directly Supervises: Surgical Veterinary Assistant and/or Volunteer Vet Assistants

Indirect Oversight of: None

Budget: N/A

Status: Part-time, hourly position which may include weekend, evening or holiday hours.

### **RESPONSIBILITY #1**

**Participate as a collaborative member of Northwoods Humane Society**

### **TASKS**

1. Actively participate as a member of NHS's team
2. Follow NHS policies, procedures and protocols
3. Ensure animal welfare is promoted and maintained
4. Tolerate the environment of the shelter, both inside and outside
5. Represent NHS in a professional manner when dealing with staff, volunteers, outside organizations, agencies, individuals and the public. Reflect a good public image for NHS at all times and be of service to the area's people and animals
6. Seek opportunities to network with colleagues to focus on positive, collaborative outcomes
7. Observe conditions within the organization and make suggestions and recommendations for change or improvements
8. Work cooperatively with others and share responsibilities as directed
9. Maintain regular, constructive, respectful communication with all colleagues, volunteers and customers
10. Report animal health or behavioral concerns following proper procedures
11. Participate in NHS program evaluation activities as directed
12. Adhere to set work schedule and follow policies regarding time off and missing shifts
13. Report to work on time and utilize work time effectively to fulfill position tasks
14. Submit time-cards to supervisor as directed



**RESPONSIBILITY #2:**

**Essential Duties and Responsibilities**

**TASKS**

1. Adhere to all established policies and procedures
2. Handle and track controlled substances for large volumes of surgical patients
3. Efficiently pre-medicate, induce, and intubate any and all patients as necessary
4. Able to monitor anesthesia, with a clear idea of abnormal conditions
5. Ensure prompt and accurate paperwork procedures are followed each day
6. Train veterinary assistants, new staff members, and trainees to utilize our patient care protocols
7. 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
8. Able to glove in sterily and assist doctor with surgery when appropriate
9. Able to efficiently run a clinic team and maintain surgical flow
10. All other duties, as assigned by supervisor

**Qualifications (Required):**

- Surgical Veterinary Technician experience
- Knowledge of animal care
- Strong organizational and communication skills
- Some customer service experience
- Comfortable working with technology and ability to learn new computer software programs
- Commitment to the objectives of the organization
- Must demonstrate effective, proactive verbal and written communication skills
- Ability to work on own initiative and meet deadlines through strong organizational skills, human relations, and communication skills
- Must demonstrate flexibility and adaptability to change, strong organizational skills with a process-improvement mindset and the ability to effectively prioritize workload
- Ability to foster a collaborative work environment, while maintaining professionalism and respect among all staff and volunteers

**Qualifications (Preferred):**

- Certified Veterinary Technician
- Experience with and knowledge of veterinary care within a shelter environment



**Knowledge, Skills and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. 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.

- Understanding of mission, vision, goals and objectives
- Ability to inspire/motivate others
- Demonstrate skills for safety awareness in all work environments
- Self-motivation
- Skills to manage change and ability to adjust quickly to situations
- This position can be physically demanding. The employee must be able to do the following:
  - Bending and stooping
  - Reaching
  - Prolonged standing
  - Walking
  - Squatting
  - Kneeling
  - Lifting up to 50 pounds
  - Handling dogs and cats of various sizes (leash-walking, collaring, restraining and/or lifting)
  - Walking on uneven ground/ramp
  - Climbing on step stool or ladder
  - Working in confined spaces

I have reviewed this job description and am able to perform the duties and responsibilities described.

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Name

Date