

IndyHumane Downtown Clinic

Clinic Veterinary Technician – Surgery and Vaccine clinic

Job Description

Title Veterinary Assistant or Veterinary Technician

Department(s) IHDC-Surgery/ Vaccine clinic

Reports to Clinic Director

Job summary

Responsible for working with vaccine clinic veterinarian to provide wellness services for walk-in vaccination clinic patients, as well as assisting in spay/neuter surgery providing check-in/check-out, prep, recovery, and husbandry support/assistance.

Essential job functions

- Handle and track medications for large volumes of surgical patients.
- Efficiently restrain animals, induce and intubate as needed.
- Ensure prompt and accurate procedures are followed each day.
- Communicate with clients before and after surgery and assist with rechecks as needed.
- Assist with beginning- and end-of-shift duties.
- Assist veterinarians and other staff members as needed.
- All other duties as assigned.

Minimum requirements

- Current driver's license for the State of Indiana.
- Must be able to learn basic veterinary medical concepts including but not limited to: vaccine protocols and anesthetic risks.
- Must also be able to clearly communicate basic veterinary concepts to owners and be able to repeat information relayed by a veterinarian.
- Must be able to take thorough medical histories for surgical rechecks.
- Communicate with the public daily in a professional and friendly manner.
- Must have excellent attendance and positive attitude.
- Must be able to maintain a positive attitude in a fast-paced environment and under pressure.
- Must have excellent customer service skills and a desire to educate the public.
- Must be a self-starter and enjoy working in teams.
- Must be able to stand for extended periods of time.
- Must be able to lift up to 40 pounds (additional weight with assistance).
- Must be able to twist, bend, and squat repetitively.
- Must be comfortable handling (on average) 25-30+ dogs and cats per day.
- Must be able to learn/understand characteristics of animal behavior.
- Must be able to use appropriate safety equipment for fractious or feral animals (will train) – the use of safety equipment is mandatory.
- Must become proficient at animal restraint for various procedures.

- Must be able to provide vaccinations, microchips, and administer fluids proficiently.
- Must be able to draw blood on awake and sleeping animals.

Preferred:

At least two years' experience in a veterinary clinic or have corresponding education.

Potential and Prolonged Exposures

- Prolonged exposure to various aqueous solutions including but not limited to dish soap, chlorhexidine, and spectra soap.
- Prolonged exposure to isopropanol, hydrogen peroxide.
- Potential/Prolonged exposure to isoflurane gas.
- Prolonged exposure to quaternary ammonium cleaners and bleach.
- Prolonged exposure to pressurized steam.
- Potential exposure to sharps including needles and surgical blades.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

HR use only	
Generic title	RVT, Vet Tech or Vet Assistant
Pay grade	Hourly
Management? (Yes/No)	No
Last revised	08/12/2019