



Berkeley Humane

Position Title: Relief Registered Veterinary Technician

Department: Hospital

Reports to: Shelter Veterinarian

Pay Rate: DOE

FLSA Status: Non-exempt

Classification: Temp, On-call

SUMMARY: The Relief Registered Veterinary Technician (RVT) supports the provision of medical care to animals treated at Berkeley Humane's Hospital. This position provides nursing care and assists in medical treatments, handling, and procedures as directed by the Shelter Veterinarian.

ESSENTIAL DUTIES AND FUNCTIONS: This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

Veterinary Medical Care

- Function as Treatment Technician, Procedure Technician, Surgery Technician, Dental Technician or Doctor Assistant depending on skill level and training.
- Provide patient care by performing treatments as directed by veterinarian, triage, monitor patients, and assist in procedures.
- Provide thorough, detailed and compassionate patient care while providing excellent client services for the patient's caretaker.
- Induce, monitor and recover anesthesia. Assist in surgery as needed.
- Perform in house lab tests and process samples for out labs.
- Understanding of physiologic normals and abnormal.
- Follow veterinary care protocols for all animals including medical, behavior and general care protocols for the health and well-being of the animals; individually and as a herd.
- Comply with all laws pertaining to controlled substances.
- Facilitate good working relationships through teamwork and collaboration in order to provide the best patient care.
- Participate in medical rounds as directed by the staff veterinarian.

Administrative Duties

- Maintain and create patient records by accurately recording treatments, examinations, and test results on computerized patient charts and other medical records.

Client and Community Service

- Admit and release animals from the Hospital in a responsive, courteous, and tactful manner to both internal and external clients.
- Inform clients of any pertinent medical information regarding animal care – communicate release instructions.
- Practice and encourage the humane treatment of animals.
- Provide quality customer service to clients, volunteers, and staff while actively promoting our mission, services, programs and events.
- Promote donation and giving opportunities as appropriate.

Safety

- Ensure a safe work environment by following all safety guidelines and modeling safe work practices.
- Take immediate action to address any safety concerns that could put a staff member, volunteer, customer, animal, or the organization at risk.
- Maintain a clean, healthy, and sanitary work area; follow all pest rodent control protocols. Participate in keeping Berkeley Humane clean and well-maintained.

Volunteers/Interns

- Work cooperatively with all volunteers/interns and recognize the talent and commitment they bring to the hospital and adoption center.

Diversity and Inclusiveness

- Work effectively with individuals and colleagues from diverse communities and cultures.

EDUCATION & EXPERIENCE:

1. Current California Registered Veterinary Technician license.
2. Minimum of 3 years as a Registered Veterinary Technician or Assistant or Two years of college coursework with an emphasis on animal-related science or completion of a veterinary technician training program. Qualifying work experience will be considered as an alternative.
3. Excellent customer service.
4. Computer literate and proficient in Microsoft applications.
5. Avimark experience preferred or the ability to become proficient using veterinary software as applicable to clinic operations.

PREFERRED KNOWLEDGE, SKILLS & ABILITIES:

1. Knowledge and understanding of the “Guidelines for Standards of Care in Animal Shelters”.
2. Knowledge of safe and gentle patient handling, anatomy and physiology, medical math, medical terminology, phlebotomy, radiology, aseptic technique, understand disease processes in order to anticipate patient and doctor needs.
3. Familiarity with symptoms of diseases common to dogs and cats in an animal shelter environment.
4. Comfortable working in a shelter environment and willing to accommodate animals in the work place.

SKILLS & REQUIREMENTS: Passionate about animal welfare and the humane treatment of all animals. Commitment to the mission, values, goals, and success of Berkeley Humane. Ability to professionally advocate for Berkeley Humane’s programs and animals. Agreement to support Berkeley Humane policies and procedures and make decisions in the best interest of the organization in the face of pressure. Ability to work with a positive outlook; self-motivated and a proven desire to take initiative and complete tasks, be a team player; manage deadlines and be flexible under pressure; demonstrated experience in dealing and communicating effectively and tactfully with the public.

PHYSICAL DEMANDS: This work is performed in a shelter/animal hospital surrounding; requires workers to walk or stand for long periods; lift and carry up to 50 pounds and to humanely restrain an animal when necessary; climb stairs; bend; reach; hold, grasp, and turn objects and use fingers to operate computer keyboards. The work requires the ability to speak normally and to use normal or aided vision or hearing. Tetanus and rabies inoculations are highly recommended.

WORK ENVIRONMENT: Exposure to strong and/or unpleasant odors, including those from excrement, cleaning agents, and chemical compounds; frequent exposure to noise; possible exposure to parasites and infectious diseases that can be carried and transmitted by animals. Workers are subject to animal bites and scratches and constant exposure to animals, animal noises, and animal allergens under conditions with no alternatives available. Work is subject to frequent interruptions. Although all efforts are made to adopt out all of the animals we take into our care, some animals will be euthanized for disease, quality of life, or behaviors unsuitable for adoption into our community.