



Berkeley Humane

Position Title: Lead Registered Veterinary Technician

Department: Hospital

Reports to: Shelter Veterinarian

Pay Rate: DOE

FLSA Status: Non-exempt

Classification: Full-time

SUMMARY: The Lead Registered Veterinary Technician (RVT) position works closely with the Shelter Veterinarian, and is responsible for providing high quality medical care to all Berkeley Humane and client-owned animals in the Berkeley Humane Veterinary Hospital. Primary duties include: overseeing Registered Veterinary Technicians and Veterinary Assistants in delivery of medical services, assisting veterinarians with surgeries, including high volume spay and neuter; examinations, and medical procedures; assisting with inventory, equipment, and personnel workflow coordination.

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

Principle Duties

- Administer and monitor anesthesia, apply casts, splints and bandages, perform dental cleanings including simple dental extractions, and prepare patients for surgery and assist in surgery, as directed by the veterinarian.
- Able to work independently to provide day-to-day direction of the animal nursing staff under the direction of the Shelter Veterinarian. Monitor the status of Berkeley Humane shelter animals as they move through the shelter, enabling a shorter length of stay.
- Maintain inventory in the Berkeley Humane Veterinary Hospital and ensure timely placement of orders for pharmacy and other hospital supplies, while checking in with the Shelter Veterinarian to ensure orders stay within the Hospital's budget.
- Administer first aid treatments and medications to sick and injured animals as directed by the veterinarian, as well as provide appropriate husbandry for all animals as recommended by the *Guidelines for Standards of Care in an Animal Shelter*.
- Check the general health of shelter animals at time of intake via an intake technician check, and assist in the vaccination and medical treatment of shelter animals based on Berkeley Humane program protocols.

- Perform venipuncture and laboratory tests, and process samples for outside laboratory services.
- Communicate effectively with all Berkeley Humane employees and volunteers in order to gather accurate information and notify the veterinarian of any conditions which might warrant veterinary attention.
- Handle all animals humanely, properly, and with compassion at all times, including those that may be sick, injured, recovering from anesthesia, or otherwise in pain. Assist with humane euthanasia procedures as needed.
- Maintain patient records by accurately recording treatments and test results on patient charts and other medical records.
- Maintain accurate drug logs in accordance with DEA regulations.
- Assist in maintaining healthy, safe, sanitary, pleasant, and clean facilities of the Veterinary Hospital at all times.
- Maintain confidentiality as appropriate to state and federal regulations.

EDUCATION & EXPERIENCE:

1. Current California Registered Veterinary Technician license.
2. Minimum of two to three years as a Registered Veterinary Technician.
3. Excellent customer service skills and management or leadership experience.
4. Computer literate and proficient in Microsoft applications.
5. Avimark/Shelter Buddy experience preferred or the ability to become proficient using new programs required.

PREFERRED KNOWLEDGE:

1. Contemporary shelter maintenance techniques and accepted sanitary practices. Knowledge and understanding of the *Guidelines for Standards of Care in Animal Shelters*.
2. Familiarity with high-volume spay/neuter and symptoms of diseases common to dogs and cats in an animal shelter environment.
3. Preventive, diagnostic, and therapeutic veterinary treatment of domestic animals in a shelter medicine setting.

SKILLS & REQUIREMENTS: Passionate about animal welfare and the humane treatment of all animals. 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. Ability to work with a positive outlook; a proven desire to take initiative and be a team player; ability to motivate others and lead a small team to meet goals;

ability to promote intra- and inter-departmental cooperation, manage deadlines and be flexible under pressure; demonstrated experience with effective and tactful communication with co-workers, volunteers and the public.

PHYSICAL DEMANDS: This work is performed in office and shelter surroundings and requires workers to walk or stand for long periods; lift and carry up to 50 pounds; humanely restrain an animal when necessary; climb stairs; bend; reach; hold, grasp, and turn objects; and operate computer mouse/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 the position requires constant exposure to animals, animal noises, and animal allergens. Although all efforts are made to find loving homes for all of the animals we take into our care, some animals will be humanely euthanized for disease, quality of life, or behaviors unsuitable for adoption into our community.

Berkeley Humane is an Equal Opportunity Employer.