

Job Title: Certified Veterinary Technician
Department: Treatment
Status: Non-exempt (hourly)
Job Type: Full-time (30-40 hours per week)
Shift: Monday-Friday- Day Shift
Reports to: Clinic Operations Manager

Job Summary:

The Certified Veterinarian Technician performs a wide variety of technical and surgical support duties in a veterinarian atmosphere with a high volume of clientele. Technical and surgical support work involving for pre-surgical preparation, assisting in post-surgical procedures. The work is performed in accordance with established procedures and systems under the general direction of the administrative veterinarian. Employees in this class are associated with animal health and care with frequent public contact.

Essential Duties and Responsibilities:

- Performing anesthesia procedures: Induction, maintenance and recovery.
- Taking and processing of x-rays.
- Placing IV catheters, monitoring and maintaining intravenous fluid output.
- Assist in surgery.
- Perform dental procedures as needed.
- Sterilize and prepare “pack” surgery supplies.
- Perform intensive care for animals when hospitalized.
- Collect bloodwork, urine, fecal and ear samples and process accordingly.
- Fill prescriptions.
- Assist in exam rooms as needed.
- Service and maintain all machines; x-rays & processor, lab equipment and autoclaving.
- Maintain controlled substance injections and vaccines.
- Post-surgery contact w/ clients.
- Log and maintain controlled substance, injectable drugs and vaccines.
- Assisting with house calls as needed
- Maintain supplies for business truck
- All other duties assigned.

Minimum Qualifications (Experience/Education/Licensure/Certification/Special Training):

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

Education/Experience:

- High School Diploma or GED and,
- Five (5) years of experience with a veterinary clinic to include all areas of practice.

Certifications/Licenses

- Must possess a valid Montana driver’s license.
- Veterinary Technician Certification from an accredited school.

Tools & Technology

- Computers, e-mail, various veterinary tools and equipment.

Essential Knowledge, Skills and Abilities (KSA's):

To perform the job successfully, an individual should demonstrate the following competencies:

- Ability to assess the general needs of the animal.
- Ability to safely manage an aggressive animal.
- IV catheter placement and monitoring.
- Measure, conduct and process x-rays.
- Calculate drugs.
- Complete processing of blood work, urine, fecal matter and other lab tests.
- Sterilization process.
- Maintain anesthesia from initial induction to completion.
- Medical terminology and physiology as it pertains to the animals.
- Maintain surgical and lab equipment.
- Log controlled drugs.
- Restrain all types of animals.
- Type and make computer entries as required.
- Strong Interpersonal skills.
- Ability to multi-task.
- Ability to field technical questions from clients.
- Proficiency in the use of basic computer software and specific clinic software.
- Customer service — To provide quality customer service to those clients picking up their animals from the facility.
- Time Management — Managing one's own time to ensure his or her duties are complete for the day.
- Decision Making & Judgement — Answers questions from the clients as they pertain to the clinic processes and procedures. Regular, routine tasks are performed independently and initiative and judgment are expected as experienced is gained.
- Adaptability/Flexibility — Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Self-Control — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Must have the ability to perform basic mathematics
- Must have the ability to alphabetize and spell.

Physical Demands & Working Conditions:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The employee must frequently lift and/or move up to 50 pounds off of the floor unassisted without injury. If the employee must lift over 50 pounds, it is required that he or she must seek lifting assistance.
- Must be able to restrain animals.
- Must be able to stand for long periods of time.
- Specific vision abilities required by this job include Close vision and Distance vision.
- While performing the duties of this Job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is continuously required to stand and walk. The employee is frequently required to reach with hands and arms and stoop, kneel, crouch, or crawl.

- Occasional exposure to fumes or airborne particles; and toxic or caustic chemicals.
- Occasional exposure to possible injury by animals.
- Occasional exposure to animal diseases.
- Occasional interaction with irate or angry customers.

If interested in this position, please e-mail a cover letter, resume and application to acarlson@vet-to-go.com