



Job Description:	Relief Certified Veterinary Technician (Full-Time or Part-Time)
Department:	Veterinary Medical Center
Location:	Greenhill Humane Society in Eugene, Oregon
Starting Salary:	\$ 18 / hr. – \$19 / hr.

Summary: Greenhill Humane Society seeks a Certified Veterinary Technician who would like to be part of our veterinary Relief Team to work in its recently constructed 2,000 square foot veterinary medical center. As a relief CVT, you would fill in for veterinary support as needed. Positions available in our surgery suite/shelter medicine. The CVT provides technical assistance to the Veterinary Surgeon; assists with the daily care of all surgical patients and maintenance of the shelter's medical facility. The ideal CVT is friendly, compassionate, and understands the importance of good communication and teamwork.

Greenhill's veterinary medical center primarily focuses on specialty surgeries and spay/neuter surgeries. Typical surgery case mix includes spay/neuter, dental cleanings, extractions, mass removals, amputations, wound repairs and optic surgeries. Last fiscal year over 3,100 total surgeries were performed in the surgery suite of which approximately 90% were spay/neuter surgeries. The potential exists for additional interdepartmental work in the Shelter Medicine program.

Reports to: Veterinary Surgeon

Essential functions:

- Fill in for veterinary support as needed
- Assist Veterinary Surgeon with pre-surgical exams as needed
- Assist Veterinary Surgeon with determining order of patients to maximize efficiency
- Prepare suite for surgery daily; assemble equipment, medications and supplies according to surgery schedule
- Anesthetize and monitor patients according to protocols
- Assist with surgical sterilizations, perform dental cleanings, and assist with other procedures as directed by the Veterinary Surgeon
- Vaccinate animals and provide recommendations on follow-up care
- Inventory and maintain logs and documentation of medications and supplies used
- Ensure that equipment is properly used, cleaned, and maintained
- Supervise cleaning protocols to prevent disease transmission
- Keep up to date with current trends in proper medical protocols and sterilization/surgery techniques
- Meet all state requirements for continuing education
- Provide post-operative care and re-checks as needed and assists with medical treatment to ensure surgical recovery
- Actively support staff and volunteers and promotes the development of skills related to the advancement of Greenhill Humane Society's goals and mission
- Represent Greenhill Humane Society in a professional and courteous manner at all times
- Attend staff meetings and trainings
- Keep current with shelter events and program updates
- Provide excellent customer service
- Work courteously and cooperatively with co-workers and volunteers to ensure positive communication
- Participate on committees and special projects as assigned

- Follow safety and sanitation policies in order to maintain standards of excellence
- Other duties as assigned

Knowledge, Skills & Abilities

- Ability to recognize common animal diseases in dogs and cats
- Ability to administer SC, IM and IV injections to animals
- Ability to maintain accurate and concise records
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to read and comprehend written instructions
- Ability to effectively and professionally communicate with co-workers, volunteers, and the general public
- Ability to perform basic math to calculate fees and understand medication dosages
- Functional understanding of MS Office; ability to learn PetPoint software
- Ability to remain pleasant and calm even in stressful situations
- Ability to physically maneuver, control, lift and carry animals in a humane manner

Qualifications:

- Current Certified Veterinary Technician license in the state of Oregon
- Current certification as an Oregon Certified Euthanasia Technician
- Possession of a valid Oregon driver's license
- Two years' experience in either a small animal veterinary hospital or animal shelter medical facility

Physical demands:

- Must be able to bend, kneel, walk, and reach frequently; stand and sit for up to eight hours; lift up to 50 lbs.
- Must be able to restrain and humanely handle animals, including difficult to handle and potentially dangerous animals

Work environment:

While performing the duties of this job, the employee is regularly exposed to noxious odors, fumes, and airborne particles (including allergens such as animal fur and dander); toxic or caustic chemicals; and potentially volatile situations which can present risk of violence or injury. The noise level in the work environment is usually moderate and occasionally may be loud. Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.