



Tony La Russa's
**Animal
Rescue
Foundation**

Job Title: Registered Veterinary Technician (Temporary)
Reports to: Patient Care Manager
Department: Veterinary Clinic
FLSA Classification: Non-Exempt
Updated: August 28, 2018

Core Values

- Open
- Driven
- Educator's Spirit

Strategic Anchors

- Save Lives
- Inspire Learning
- Connect Hearts

Position Summary:

Provides high quality medical care to animals, and leads veterinary assistants in delivery of medical services to ARF animals and animals belonging to members of the public. Assists veterinarians with public spay/neuters, both mobile and on site at ARF, examinations and medical procedures. Facilitates and executes procedures prescribed by the doctor.

Principal Duties:

- Administer anesthesia, apply casts and splints, perform dental extractions, and suture existing skin incisions.
- Administer first aid treatments and medications to sick and injured animals as directed by the veterinarians as well as providing water and proper diet for all animals under veterinary care.
- Check the general health of animals being admitted and to assist in the vaccination and treatment of animals.
- Perform venipuncture and laboratory tests.
- Monitor the conditions of all animals housed at ARF, notifying the veterinarian of any conditions which might warrant his/her attention.
- Under the supervision of a veterinarian, prepare patients for surgery and assist in surgery.
- Assist veterinarians in examining, handling and treating patients.
- Handle all animals humanely, properly and with compassion, including those that may be sick or injured.
- Maintain patient records by accurately recording treatments and test results on patient charts and other medical records.

- Admit and release animals from the department in a responsive, courteous and tactful manner and to inform the client of any pertinent medical information on the animal's care; assist invoicing clients upon release of the animals.
- Assist in maintaining healthy, safe, sanitary, pleasant and clean facilities, both mobile and on site, for the animals under the care of the Veterinary Clinic at all times.
- Assist ARF personnel whenever necessary to assure smooth, courteous handling of the public and their pets.
- Assist as needed, in the maintenance and inventory of the Clinic pharmacy, and supplies.
- Follow established procedures governing safe work practices including, but not limited to, wearing protective clothing and/or equipment when necessary. Must attend all designated safety training sessions and read all safety literature handouts.
- Must be able to perform duties independently with minimal or no direct supervision. Perform duties in a manner which encourages attainment of goals, contributions and business for ARF programs.
- Will be expected to perform euthanasia of animals who are sick or who do not meet ARF's adoption criteria under the direction of the clinic manager with the supervision of the veterinarian; training will be provided.
- Data entry of treatments done for ARF Shelter Guests.
- In maintaining a drug-free workplace, we may from time to time ask employees to participate in voluntary drug testing.
- Always promote a humane and caring attitude toward all animals.
- Always treat people and animals with respect; to contribute to effective teamwork; to promote intra- and inter-departmental cooperation; and, to foster public relations beneficial to ARF and its programs.
- Maintain the confidentiality of all information.
- Comply with all Federal, State and local safety regulations and laws, as well as ARF policies and guidelines. Follow established procedures governing safe work practices; and perform duties in a manner that assures the safety of oneself and others.
- Perform duties in a manner which encourages attainment of goals, contributions and business for ARF and its programs.
- Promote teamwork, communication, and cooperation with all other departments.
- Drive ARF vehicles as assigned by supervisor.
- Follow safe driving practices, obeying all traffic laws at all times when driving for ARF business purposes.
- Perform other duties as assigned.

Physical/Environmental Requirements:

- Work environment includes constant exposure to animals and animal allergens.
- Push/pull moderately heavy objects up to 25 pounds.

- Lift and move objects and animals weighing up to 40 pounds for short distances and to humanely restrain animals when necessary.
- Kneel, bend, stoop, squat, reach above and below shoulder level, grasp and turn objects, stand, and/or walk frequently and repetitively throughout each shift.
- Flex the neck upward and downward; twist the neck and the waist.
- Dexterity to handle animals and small objects.
- Assess medical and behavior changes in animals using a variety of techniques including, but not limited to, visually and audibly.
- Sit for long and short periods of time using a computer.
- Tetanus and rabies inoculations are required or must be waived.
- Able to drive a large vehicle for an extended period of time.

Educational Requirements:

- Current California Registered Veterinary Technician license is required.
- Associate in Science Degree.

Experience, Abilities and Qualities Required:

- Minimum of one (1) year experience working as a licensed technician and/or experience working in a high-volume, high-quality spay/neuter environment is required.
- Experience in caring for and handling animals in a safe, effective and humane manner, especially larger and possibly untrained pets.
- Accommodate varied work assignments and schedules.
- Provide leadership, supervision and direction to employees and volunteers.
- Proficient in intubation, venipuncture, medication administration, and giving injections (IV, SQ, IM) as well as IV catheter placement.
- Proficient in basic drug and fluid calculations.
- Preventive, diagnostic and therapeutic veterinary treatment of domestic animals.
- Contemporary shelter maintenance techniques and accepted sanitary practices.
- Various breeds and their characteristics and familiarity with symptoms of diseases common to dogs and cats.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.
- Ability to communicate with the public, volunteers and co-workers in a pleasant, courteous and tactful manner at all times.
- Demonstrate maturity, good judgment and professional manner and personal appearance.
- Comfortable and skilled in working with diverse staff, volunteers and community.

- Must have a valid California Driver's License and must not have more than two at-fault incidents in a three-year period and no major at-fault violations in the last ten years, and must be insured.
- In maintaining a drug-free workplace, we may from time to time ask employees to participate in voluntary drug testing.
- Must be able to pass a background check.

Hours:

Temporary full-time: 40 hours per week Monday through Friday and may include weekend, holiday and/or on-call work. Daily reporting hours and days of the week may vary according to the needs of the department. Weekend work will be required. At this time, we anticipate this temporary position will be available through March 1, 2019.

Rate: \$16.00/hour DOE

To Apply:

An employment application is available for download on ARF's Career Homepage. To apply for this job, please send your cover letter, resume, and employment application to jpeabody@arflife.org, fax to (925) 977-9079 or mail to "ARF Jobs, 2890 Mitchell Drive, Walnut Creek, CA 94598".