

Job Description

Surgical Vet Tech-Greenville Humane Society

Reports To: Clinic Manager

Requirements

- High School Diploma or an equivalent.
- Shelter and/or veterinary assistance experience required.

Duties include but are not limited to:

- Assist with public animal intake.
- Log, weigh and pre-medicate all public animals.
- Log, weigh and pre-medicate all shelter surgery animals.
- Draw up and log induction for all surgery animals (public and shelter).
- Draw up all vaccines and penicillin injections for public surgeries.
- Administer all microchips, vaccines, Frontline, penicillin, etc. (as needed).
- Draw blood for and complete Heartworm and Feline Leukemia tests.
- Perform fecal examinations and skin scrapes.
- Complete all paperwork on surgery animals (including post-operation instructions, microchip forms, rabies certificates, etc.).
- Induce, intubate, shave, and prepare all surgery animals; monitor closely.
- Assist veterinarian in surgery when necessary.
- Monitor all surgery animals post-operation.
- Discharge all public animals and counsel owners on post-operation instructions.
- Restock all syringes, needles, gauze, Isoflurane, etc. as necessary.
- Wash, dry, and fold all laundry throughout the day.
- Clean all surgical instruments.
- Keep a consistent supply of surgery packs made and sterilized.
- Keep all countertops, sink areas, surgery tables, and preparation tables clean and organized.
- All floors should be swept and mopped at the end of each work day.
- All holding rooms should be kept clean and neat.
- Cages should be patrolled throughout the day.
- All cages, kennels, and runs should be clean and papered before leaving for the work day; remaining animals should be fed and given water (as appropriate).
- Attend both on and off-site clinic events (vaccine clinics, etc.) when necessary.
- Handle client questions and concerns when necessary.
- Lock all controlled substances in safe (when not in use).