



The Humane Society for Southwest Washington (HSSW) is in search of a **Licensed Veterinary Technician** to join us on our Shelter Medicine Team. This position requires an individual who loves working with a team and strives for excellence.

HSSW is committed to enriching the lives of people and pets in our community. We have been completing families since 1897 and are committed to serving our community as it changes and grows. Through adoption, education, outreach, events, and support services for families in need, we're expanding our HSSW family every day. Imagine working with people to care for the dogs and cats in our community of Southwest Washington. Consider a change working toward a mission that will change you forever!

People + Dogs + Cats

Licensed Veterinary Technician

The Licensed Veterinary Technician is responsible for completing and analyzing diagnostics, assist and perform dental procedures and providing excellent anesthetic management in a high quality, high volume spay/neuter surgery setting. This position reports to the Clinic Manager and works closely with all shelter departments in addition to engaging with and training volunteers and workforce partners.

This is a full-time (30-40 hour per week) FLSA Nonexempt position with a starting hourly pay rate between \$23.00 and \$25.00 per hour, depending on experience. Schedule may include one weekend day. Pay increases are analyzed annually and are dependent upon experience, attitude, work ethic, commitment to teamwork, learning ability, skill level, core competencies and organizational budget.

Benefits

In addition to serving in an organization with a compassionate and strategic purpose; full time employees currently enjoy health, dental and vision insurance benefits that become effective the first of the month after hire, paid time off that includes floating holidays, matching percentage 401 (k) retirement plan with a 3-year graded vestment schedule, employee assistance program that includes all household member access, Section 125 FSA Cafeteria Plan for out of pocket health and/or dependent day care expenses, numerous employee discounts that include partner organizations and access to affordable life, disability and accidental supplemental insurance through our partnership with Colonial Life. Full time LVTs receive CE allowance of \$500 per year and two days paid to attend CE per year. WA state license dues paid per year.

The Ideal Applicant

- ✦ Displays interest, enthusiasm, and an affinity for administering shelter medicine and working with people to complete families.
- ✦ Demonstrates an attitude of excellence; a positive outlook; and, ideally, a sense of humor.
- ✦ Works well on a team and demonstrates an attitude and commitment to collaboration with a sincere interest in helping others succeed.
- ✦ Exhibits an approach to adaptability through overcoming obstacles to achieve results, remaining flexible and open to new ideas, recognizes and encourages others to understand changes in work tasks, situations, and environment as the basis and value for transformation.
- ✦ Is committed to personal and professional development through life-long learning.
- ✦ Is devoted to achieving excellence individually, as a team member and as a positive contributor with a mindset of being in-service and using good judgement.

Primary Duties and Responsibilities

Assisting in the daily care of animals scheduled for spay/neuter surgery:

- Helps plan and organize the daily surgery schedule
- Assist with daily care of surgical patients and disease control protocols
- Maintains a clean, sterile, and functioning prep and surgery room
- Cleans and maintains surgical instruments; prepares surgical packs
- Provides anesthetic induction and surgical prep
- Monitors physiological parameters of patients undergoing anesthesia
- Assists Surgeon as needed
- Assists when needed for recovery patient intervention
- Enters surgery records into database; maintains paperwork
- Cleans and disinfects tables, floors, kennels, and surgery equipment
- Discharge patients and providing education to clients as needed

Treatment of all patients under care:

- Assists veterinarian in examinations, treatments, and diagnostics
- Inputs data into Shelter Buddy regarding exams, medications, and treatments
- Schedules and assist foster exam appointments
- Demonstrates and teaches technical skills and proper sanitation protocols and procedures to other staff members of HSSW who are involved in animal care as requested
- Educate, train, and assist clinic volunteers
- Cleans and maintains areas of shelter clinic as assigned
- Other duties as needed by veterinarian

Professional and friendly service to internal and external clients:

- Educates clients on pre- and post-surgical care of their animals
- Integrates volunteers and takes an active role in their training, integration, safety, performance, and job satisfaction
- Responds to inquires and concerns from foster care volunteers
- Provides training to staff/volunteers on disease control standards, shelter medicine protocols, and foster care guidelines
- Provides advice and resources on HSSW programs and other animal welfare-related topics
- Provides orientation and training to veterinary technician students and veterinary assistants
- Attends Continuing Education as assigned

General operations:

- Assists with inventory and orders supplies, including managing controlled substance logs and inventory
- Maintains appropriate records and documents
- Promotes a safe working environment and follows safety protocols
- Maintains equipment in good working condition
- Promotes the development of skills related to the advancement of our goals and mission
- Always represents the HSSW in a professional and courteous manner
- Provides quality service to customers, volunteers, and staff -- recognizing their individual contribution to the success of the organization
- Takes immediate action to address any safety concern or noncompliance of rules that could put an employee, volunteer, client, animal, or the organization at risk
- Assist with euthanasia as needed
- Other duties as assigned

Required qualifications

- WA State Certification as a Licensed Veterinary Technician (or ability to obtain WA Certification within a reasonable time period)

Preferred qualifications

- Minimum of 1-year experience performing feline/canine dentals
- Minimum of 1-year work experience in high-volume, high-quality Spay/Neuter

Required Knowledge, Skills & Abilities:

- Strong customer service skills
- Strong verbal and written communication skills
- Effective communication and organization skills
- Shows initiative and is a conscientious worker
- Ability to handle multiple tasks at once in a fast-paced environment
- Must have the ability to lift 50 lbs. safely and carry it a minimum of 25 feet.
- Detail oriented and exercises good judgment when working/communicating with the public any animal-related concerns
- Committed to the mission, vision, and values of the HSSW
- Recognizes the importance of Spay/Neuter as a means to end pet overpopulation
- Ability to maintain and organize written and computerized records
- Must be comfortable monitoring anesthesia and assisting surgeon
- Must remain aware of how flexibility, professionalism, and teamwork contribute to the success of the organization

The HSSW Culture

Vision: A community where everyone loves and cares for animals.

Mission: Rescue. Return. Restore. Rehome. Reconnect. One animal at a time.

Values: Compassion. Collaboration. Excellence. Service. Integrity. Stewardship.

We endeavor to seek excellence in all we do; we strive to maintain a positive attitude while doing it; we seek out opportunities to be in-service to one another; we depend on teamwork and collaboration in

setting and achieving goals; with leadership as a core value, we recognize that everyone can lead by setting a positive example of excellence, attitude, service, teamwork, and collaboration.

Physical Demands and Working Conditions:

The Licensed Veterinary Technician must be able to work and communicate with people and groups of people. For most of a shift, essential duties include standing, walking, sitting, talking, hearing, listening, stooping, bending, squatting, kneeling, stretching, grasping, and gripping, putting fingers together firmly, reaching above and below shoulder level, flexing the neck upward and downward, twisting the neck and the waist. Additional essential duties include lifting, pushing, pulling, and/or carrying up to 50 lbs. Reasonable accommodations may be made for enable individuals with disabilities to perform the essential functions.

Work is performed in a clinical environment with exposure to environmental conditions that include working with and near animals. Primary workplace is at an animal shelter that operates 7 days per week, with potential exposure to fractious animals; high noise levels; zoonotic diseases; animal bites and scratches; cleaning chemicals, allergens and include potential exposure of infectious diseases to personally owned animals.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship. **The HSSW participates in E-Verify and requires a pre-employment drug screening for illegal substances.***

How to apply

If you feel you are the ideal candidate and you meet the qualifications for this position, please submit application by email to jobs@southwesthumane.org with your first and last name in the subject line followed by "Licensed Veterinary Technician". If you prefer you may place your application in an envelope to mail or hand deliver. Please label Attn: Human Resources; Humane Society for Southwest Washington, 1100 NE 192nd Ave, Vancouver, WA 98684. You can find the link to our application here on our website hssw.org/careers

Current HSSW staff will be required to submit an interdepartmental application.