



**POSITION TITLE:** Licensed Vet Tech (Part-Time – 10 to 15 hours per week)

## **POSITION SUMMARY**

Heritage Humane Society is seeking a Licensed Veterinary Technician to assist with the oversight of our medical program at an Open-Admission Animal Shelter serving nearly 2,000 animals per year. The ideal candidate will be a strong team player dedicated to teaching, mentoring, and coaching staff members and volunteers. Candidate will be responsible for overseeing daily care of special medical cases, assisting team members, contract vet, and leadership team members including pre- and post-operative care of animals, general cleaning, and utilizing our animal care protocols. Candidates must understand animal welfare and continuously demonstrate a positive attitude in a fast-paced, dynamic environment. To be considered for the position, the candidates must be a current registered veterinary technician, with a license to practice in Virginia and 1-year experience in a veterinary clinic or animal shelter.

**SUPERVISOR:** Executive Director with oversight by our contract veterinarian

## **BASIC JOB REQUIREMENTS AND RESPONSIBILITIES:**

### **JOB SUMMARY**

Responsible for overseeing daily care of all special medical cases, assisting team members, contract vet, and leadership team members including pre- and post-operative care of animals, general cleaning, and utilizing our animal care protocols.

### **ESSENTIAL JOB FUNCTIONS**

1. Handle and track controlled substances for Heritage Humane Society. Oversee monthly inventory.
2. Ensure prompt and accurate paperwork procedures are followed each day.
3. Communicate in an effective and professional manner with the public, all staff, volunteers and fosters.
4. Represent Heritage Humane in a professional and courteous manner at all times.
5. Follow all written and verbally communicated standard operating procedures.
6. Communicate with adopters and fosters and assist with medical rechecks as needed.
7. Have knowledge and ability to intake and release patients, including delivering post-operative instructions in a competent, friendly, and professional manner.
8. Be able & willing to respond appropriately during an emergency, able to take directions from a veterinarian  
and direct others during the event and maintain competency during CPR procedures.
9. Receive and respond to medical calls and at times, after-hours calls in case of emergency.
10. Display a positive attitude and act as a motivating force for all staff members. This includes training staff members and assisting them in understanding why we are making the decisions we are. We are a shelter of learning, teaching and promoting positivity.

11. Write and maintain medical protocols and SOP's in conjunction with the contract veterinarian.
12. Able to efficiently maintain medical flow.
13. Able to perform all job functions of a veterinary assistant including euthanasia.
14. All other duties, as assigned by supervisor.

## **EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES**

1. LVT, with a current license to practice in Virginia.
2. Must speak fluent English.
3. Client Education
  - a. Must also be able to communicate basic veterinary concepts to adopters, fosters, staff members and be able to repeat information relayed by a veterinarian
  - b. Will be asked to take medical histories for surgical rechecks
  - c. Will be asked to communicate with the public on a daily basis in a professional manner
4. Animal Handling
  - a. Will be asked to handle (on average) 10 dogs and cats per day
  - b. Must be able to learn characteristics of animal behavior (for example be able to identify aggressive or fearful behavior)
  - c. Must be able to use appropriate safety equipment for fractious or feral animals – the use of safety equipment is mandatory. Training will be provided by Heritage Humane Society.
  - d. Must possess excellent reflexes. Should be able to identify own limitations and be willing to ask for help
  - f. Must become proficient at animal restraint for various procedures
5. Physical Requirements
  - a. Must be able to work standing or sitting for 8 or more hours
  - b. Must be able to lift and carry up to 50 pounds repeatedly throughout the day, with assistance
  - c. Must be able to bend and kneel repeatedly
  - d. Must be able to see fine detail in a variety of situations
  - e. Must have good hearing, including ability to distinguish changes in pitch
  - f. Must have reasonable degree of agility to move through tightly cramped areas in various situations
  - g. Must have an acceptable sense of touch and smell. Must have good range of motion in joints especially wrist, knees, elbow
  - h. Must have a good range of motion in your back for twisting etc.
  - i. Must have acceptable sense of balance
  - j. Must be able to work and reach on hands and knees
  - k. Must be able to use a ladder and/or step stool
  - l. Must possess excellent hand-eye coordination
  - m. Must possess an acceptable degree of dexterity in hands and fingers

n. Must have good vision, including peripheral vision, fine detail, distance, depth perception, and ability to focus

#### 4. Emotional/Mental Requirements

- a. Must be able to work under stressful conditions and work efficiently and effectively under those conditions
- b. Must be able to respond quickly to a variety of medical situations (with training)
- c. Must be able to cope with death due to surgical complication or euthanasia
- d. Ability to rapidly and accurately process information
- e. Ability to delegate tasks and to assist and train team members
- f. Ability to recognize a need for assistance and ask for help
- g. Ability to work independently and as part of team
- h. Ability to make decisions
- i. Ability to cope with frustrating situations and remain calm

#### 5. Potential and Prolonged Exposures

- a. Prolonged exposure to various aqueous solutions, including but not limited to, dish soap, chlorhexidine, and betadine
- b. Potential exposure to sharps

#### **Required:**

- LVT, with current license to practice in Virginia. Must have experience with conducting Euthanasia.

#### **Preferred:**

- Two or more years of experience in a veterinary clinic, veterinary hospital, and/or animal shelter or control facility. Candidate should be highly motivated, enthusiastic self-starter with a professional attitude.

#### **AVAILABILITY AND BENEFITS**

- Part Time non-exempt position with a flexible schedule that must include Wednesday between the hours of 9 a.m. and 1 p.m. The additional hours 6 to 11 hours per week can be negotiated based on the candidate schedule availability and the needs of Heritage Humane Society.
- Hourly pay rate = \$15 to \$18.75 depending on experience
- On-call and after-hour phone consults will be a requirement of this position and will be included in the compensation of the employee.

#### **ENVIRONMENTAL CONDITIONS**

- Normally works in an environmentally controlled building, but some outside work and driving may be necessary.

**Position is open immediately. To apply, please email your resume to [Director@HeritageHumaneSociety.org](mailto:Director@HeritageHumaneSociety.org).**