



MAUI HUMANE SOCIETY
Job Description

The Maui Humane Society's mission is: "To protect and save the lives of Maui's animals; accepting all in need, educating the community, and inspiring respect and compassion towards all animals."

Job/Position Title: Veterinary Technician

STATUS: Nonexempt

DATE: 2020

Primary Purpose: Under the supervision of the Vet Tech Manager, and MHS Veterinarians, provides routine health examinations and health maintenance for all animals sheltered at the Maui Humane Society and assists the veterinarians in our HGHV surgery clinic. Responsible to the Vet Tech Manager and the Director of Veterinary Services (DVS).

Essential Duties/Functions:

1. Assists the Veterinarians in the treatment of shelter animals. Performs and documents routine health checks on all incoming animals, isolating those who need further checking by the staff veterinarian and those that are not in good health. Be able to recognize, properly document and treat if necessary common medical conditions (ie. wounds, hernias, dewclaws, ulcers, conjunctivitis, demodectic and sarcoptic mange, ear mites, ringworm etc). Properly perform heartworm tests, Felv/Fiv tests, skin scrapes and stool checks. Vaccinates and treats for internal parasites all animals offered for adoption. Is able to properly assess an injured or ill animal and provide supportive care if necessary.
2. Provides routine and minor health care for animals housed at the shelter, keeps a daily log of medical treatment for each animal receiving treatment, ensures that the daily treatments are done as prescribed., monitors the progress of the treatment and brings to the shelter veterinarians attention any that need rechecking.
3. Communicates with the ACA's and ACT's regarding the daily health status of shelter animals if needed and informs the ACT's of animals that need special baths or dips.
4. Performs medical supply inventory monthly, has general knowledge of where supplies and medications are located, their proper doses and indications for use. Notifies Lead Shelter Tech if any supply of medication is critically low and will need ordering right away. Keeps the E-room and Cat building stocked with the necessary drugs and supplies.
5. Assists adopters and the general public with routine health care information. Have knowledge and understanding of most diseases and conditions we commonly deal with. Is able to explain when necessary treatment/procedures to owners or potential adopters. Instructs Foster Care Volunteers in procedures related to the health and welfare of the animals entrusted to them. Represents MHS well by providing good customer service.
6. Assists with euthanasia and performs euthanasia by injection on various species of animals including dogs, cats, birds, and pocket pets.
7. Makes spay/neuter appointments for animals adopted from the shelter if CSR is not available.
8. Assists Veterinarians with WOA animal Health Exams and paperwork/computer work related to WOA.
9. Assists Veterinarians with DVM exams and provides proper animal restraint for the safety of animals and Veterinarians.
10. Prepare the surgical suite for daily surgery. Have necessary surgical supplies out and ready for surgery, ensure proper paperwork is available and completed, read and understood, and double check that animals are clean and fasted for surgery if needed.
11. Perform routine surgery examinations on all incoming surgery animals.
12. Identify and notify DVM of high risk surgeries so that individualized surgery plan can be made.
13. Perform routine medical care under the supervision of DVM, including but not limited to vaccine injections, microchip implantation, ear tips, and parasite identification and treatment.

14. Sedate animals in a timely manner prior to surgery and properly anesthetize and monitor animals prior to, during, and after surgery. Express bladders, shave and prep surgical sites.
15. Be familiar with and be able to use the various surgery inventory anesthetic agents that we use, perform proper intubation techniques, be able to use the pulse oximeter, and use and maintain the anesthetic machine. Recognize and respond to various planes of anesthesia.
16. Assist veterinarians in surgery, including proper gloving technique, familiarity with various sutures and the name and function of the surgery instruments.
17. Responsible for accurate logging of all necessary information. Identify extra services that may be needed for an animal and be able to address them.
18. Perform routine dental cleanings using dental machine and hand scaling tools.
19. Responsible for logging all controlled drugs and maintaining all drug logs and reporting and recording.
20. Responsible for surgery inventory reporting, unpacking and filing invoice paperwork properly.
21. Perform reminder calls and prepare surgery tags, checks ATA list and prepares paperwork for the next day's surgery.
22. Make sure all surgery animals and hospitalized animals are cared for, treated, monitored properly and are seen by veterinarian if needed.
23. Responsible for overall cleanliness of the surgery suite and all equipment and kennels within including proper care, cleaning and sterilization of instruments, care, cleaning and maintenance of the sterilizer, T-pump and clippers, vacuums, instrument cleaning machine, dental machine, anesthetic machine etc.
24. Assist the public with pre-op instruction; identify high risk management surgeries and explain risks with public; and communicate discharge instructions in a clear and professional manner.
25. Assist with euthanasia and perform euthanasia by injection on various species of animals including dogs, cats, birds, and pocket pets.
26. Responsible for making sure that surgery room is clean at the end of the day, checklists are complete, and surgery needs are prepped and ready for the following day.
27. Performs other duties as assigned by Vet Tech Manager or DVS.

General:

1. Knows, understands and follows procedures and policies of the Maui Humane Society.
2. Must be sufficiently computer literate to be able to utilize our Animal Shelter software and any other program that the veterinary department needs to access. This includes, but is not limited to, inputting microchip, surgery and owner information, veterinary procedures and findings, and creating health records and cage cards.
3. Maintain and promote a positive public image standard relevant to MHS
4. Help promote fundraising activities and solicit support for agency overall.
5. Attend and participate in departmental and shelter meetings. Attend educational venues as recommended/approved.
6. Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet related needs.
7. Interact with co-workers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
8. Report any safety hazards, accidents or unsafe use of MHS equipment.
9. Performs other duties as required.

Working Conditions : Majority of the time will be spent in the exam rooms and the cat building and surgery suite. However, duties will involve working throughout the grounds of the Humane Society including the kennels and the front office.

Equipment Used: stethoscope, autoclave, microscope, recirculating heating pad, syringes/needles, fluid pump, computer, clippers, pole stick, loop sticks, microchip scanner, copier machine, weight scales and traps.

Mental Demands : Requires medical knowledge, self-confidence, decisiveness, alertness, ability to make split second decisions under stress, attention to detail and accuracy. Ability to multitask and handle stress is vital. There is a significant amount of responsibility regarding the well being of the animals. Must be able to educate, instruct, and empathize with owners.

Uniforms:

Must wear assigned scrub uniform with imprinted MHS logo and embroidered name or name tag and closed toe shoes. Jackets must be solid black.

Physical Demands :

- Must be able to lift at least 50 pounds and be able to hold and restrain dogs and cats of all sizes.
- Quick reflexes and familiarity with animals are helpful to avoid injury.
- Must be able to work at a fast pace with a significant amount of walking throughout the day between the various buildings as needed.
- Must be able to respond quickly to emergencies.
- Efficiency and expediency is required to fulfill required responsibilities.

Qualification Requirements :

- **Veterinary Technician experience**
- Familiarity with animal diseases and behavior.
- Public relations and customer service skills.
- High school graduate or GED.
- Positive attitude is a must!

General Requirements:

- Must have a passion for animals and support the mission of the Maui Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others.
- Must adhere to all local laws regarding personally owned animals
- General knowledge of pet behavior and care. Ability to work with all kinds of animals in a safe and responsible manner.

Additional Qualifications that would benefit this position:

- Veterinary Technician school
- Minimum of two years of college experience preferred
- Veterinary related experience