**Registered Veterinary Technician - Full Time**

Join our medical team! The Windsor/Essex County Humane Society is a large, progressive shelter always seeking advances in shelter medicine. We’re proud of our very high live release rate, and our ability to provide a high quality of care to our patients as well as our high volume, high quality public services. We are fully equipped with a surgical suite, digital radiographs, an ultrasound machine, lab equipment, a dental machine, and a comprehensive pharmacy.

We are seeking an RVT to join our team full time, primarily working in our high volume spay/neuter clinic. We are interested in someone with excellent communication skills who thrives in a fast-paced environment, able to assist with multiple surgeries a day while responding to urgent situations as they arise to provide top-notch care to our patients.

We offer competitive compensation and benefits package including paid training, CE opportunities, and a uniform allowance.

**Department:** Clinic Medical

**Job Relationships:** Reports directly to the Clinic Manager and Director of Shelter Medicine, and on a day-to-day basis to the Veterinarian on duty

**Position Summary:** Assist the Veterinarians with all aspects of treatment and care of public clinic patients (including surgical procedures), promote and support the services and programs offered by the Windsor/Essex County Humane Society, engage with clients regarding medical questions or proper animal care. While there are some opportunities for cross-training with the shelter medical department, the RVT hired will primarily be working in our public clinic.

**Essential Duties and Responsibilities:**

**Veterinary Medical Care and Patient Treatment**

- Restrain animals safely with minimal stress during physical examinations or medical procedures
- Safely handle and restrain feral cats for spay/neuter surgery
- Respond to emergency situations and is able to administer triage care with guidance
- Perform medical treatments and administer medications for patients as directed by the Veterinarian and in accordance with established standard operating procedures
- Maintain appropriate medical records, documents, and data entry for patients using the software system PetPoint
- Complete controlled drug logs appropriately as directed
- Monitor and observe patients while under anesthesia and during recovery from surgery
- Operate digital radiology equipment and follow radiology safety procedures
- Prepare laboratory samples and perform in-house lab work as needed
• Educate clients on pre- and post-surgical care of their animals as needed
• Clean and prepare surgical instruments and ensure supplies are readily available
• Maintain veterinary equipment in good working order and reports repair needs as necessary
• Book appointments, respond to phone messages, and maintain a high level of patient communication
• Maintain communication with Veterinarians about all animal care and treatment
• Assist with inventory and ordering supplies as assigned
• Maintain departmental procedures and protocols regarding care and humane treatment of animals
• Represent the WECHS in a professional and courteous manner at all times
• Provide quality service to clients, volunteers, and employees recognizing their individual contributions to the success of the organization.
• Attend and participates in WECHS training programs or continuing education seminars as assigned

Safety

• Follows all safety procedures
• Take appropriate action to ensure a safe work environment
• Able and willing to learn safe animal restrain methods
• Take immediate action to address any safety concern or noncompliance of safety rules that could put an employee, volunteer, client, animal, or the organization at risk

Other Duties

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties and responsibilities may change at any time with or without notice.

Knowledge, Skills, and Abilities

• Applicant must be a registered veterinary technician in good standing
• Prior experience in a veterinary clinic setting an asset; experience with high volume veterinary care especially welcomed
• Strong verbal and written communication skills, organizational skills, and customer service skills
• Shows initiative and is a conscientious employee
• Ability to handle multiple tasks at once in a fast-paced environment
• Detail oriented and exercises good judgment when dealing with the public and animal-related concerns
**Working Conditions**

- Work is performed in a veterinary hospital environment as well as in an animal shelter
- Exposure to cleaning agents
- Exposure to sharps including needles and surgical blades
- Exposure to various species of animals
- Subject to possible animal bites and scratches while handling animals of questionable temperament

**Schedule**

- Varying shift length, generally 8-10 hours/day 35-40 hours/ week
  Intermittent weekend availability required

**Application:** Email a resume and cover letter to hr@windsorhumane.org