

Gulf Coast Humane Society Veterinary Technician Position Description

About Gulf Coast Humane Society

The Gulf Coast Humane Society is a private 501(c)(3) not-for-profit animal welfare organization that receives no federal, state, or county funding and no funding from the Humane Society of the United States, and relies solely on donations, grants, bequests and fundraising events to further its mission of caring for the neglected and abandoned animals of southwest Florida.

GCHS is a no-kill shelter and does not euthanize any animal for lack of space or length of time that they are in our care. The GCHS Veterinary Clinic provides care to both public clients from the surrounding community, while also caring for animals under the care of the shelter.

About the Position

The veterinary technician works under the direct guidance of the doctor(s) and are responsible for assisting the practitioners to the fullest extent possible, to help improve the quality of care given to the patients of the Gulf Coast Humane Society Veterinary Clinic. This includes helping to achieve greater efficiency by relieving veterinary staff of technical work and administrative details.

Veterinary Technician Responsibilities

In-Patient Medical Care - Give medications, assist or perform treatments, diagnostics and monitoring, place IV catheters, draw blood, run lab tests, administer IV fluids, cleaning, feeding, and walking patients as needed.

Anesthesia - Anesthesia induction, maintenance, monitoring, & recovery of patients, clean / maintain anesthesia equipment.

Surgery - Surgical prep, doctor assistance, clean, sterilize, and maintain all surgical instruments and equipment.

Dentistry - Provide patient dental care, ultrasonic cleaning and polishing, assist doctor with dental surgery.

Laboratory Duties- Collecting, preparing, and running or submitting samples for requested tests; reading and recording results when indicated (fecals, urine, ear cytology etc) when requested by doctor.

Patient/Front Desk Support - Preparing invoices, discharge instructions, and client information packs

Client Communication - Give patient updates, discharge instructions, and provide follow up for certain hospital patients.

Technician Appointments - Blood draws for therapeutic monitoring/screening tests, bandage changes, post-op checks, suture removals, anal glands, nail trims.

Clinic Technician - Assisting doctor with outpatient appointments, preparing, restocking, cleaning exam room, check patients in and out, take history and vitals, input date into patient medical record, ensure a smooth and timely flow of outpatient appointments from the check-in to the discharge

Additional Duties - Assist with reception/front desk duties as needed - answering phones, booking appointments, admit/discharge patients. Assist in training and mentoring new team members. Assist with inventory control, ordering, unpacking, restocking drug and medical supplies. Preparing prescriptions, dispensed medications and medication refills

Time Commitment

- Forty hours a week. Weekend and extended work days are required.

Qualifications and Experience

General Qualifications

- Minimum two years of experience as a veterinary technician
- Ability to perform tasks with limited direction and oversight
- Able to assist lifting patients or other objects weighing more than 50 pounds
- Desire to stay productive throughout scheduled shifts

Communication

Strong language and communication skills (written and oral)
Ability to remain calm, respectful and professional at all times
Desire to share the GCHS mission with the community

Commitment to service

Ability to work with people from diverse backgrounds
Enthusiastic and positive attitude toward helping others

Professionalism

Ability to work well independently and on a team
Maturity and good judgment
Availability, dependability, and willingness to be flexible
Demonstrated ability to solve problems and think strategically

Supervision

Reports to the Operations Manager