

VETERINARY EMERGENCY SERVICE
Certified Veterinary Technician
Job Description

REPORTS TO: Human Resource Manager

SUMMARY:

The CVT is the Veterinarians primary support. They assist in pet restraint, lab work, procedures, surgery, nursing care and triage/discharge of patients.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

General:

- Follow Veterinary Emergency Service established policies and procedures.
- Provide compassionate care to patients and clients.
- Conduct oneself in a confident and professional manner.
- Field questions and inquires about services, triage, and products.
- Provide knowledgeable advice concerning the care and treatment of animals.
- Know common drugs and protocols and be able to explain them.
- Document legibly and keep accurate medical records in accordance hospital policy.
- Maintain positive, cooperative relationships with other employees.
- Set up for procedues.
- Operate and maintain laboratory equipment.
- Calculate and administer medications and fluids.
- Administer and monitor anesthesia.
- Perform venipunctures and place IV catheters.
- Perform other duties as assigned including assisting in other areas.

SUPERVISORY RESPONSIBILITIES:

This job has no supervisory responsibilities.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- Successful completion of the CVT exam.
- Previous on-the-job training and animal care experience.

SKILLS:

- Ability to read, write and comprehend simple instruction, short correspondence, and memos. Must be able to effectively present information in one-on-one and small group situations to customers, clients, and other employees.
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to apply common sense to carry out instructions furnished in written, oral, or diagram form.

CERTIFICATES, LICENSES, REGISTRATIONS:

Current certification as a veterinary technician.

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PHYSICAL DEMANDS:

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; stoop, kneel, crouch, crawl; talk and hear. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described below are representative of those needed to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may regularly be exposed to wet and/or humid conditions, extreme cold, and extreme heat. The employee is frequently exposed to moving mechanical parts and fumes or airborne particles. The noise level in the work environment may be loud.