



Position Title: Veterinary Assistant or Registered Veterinary Technician, Level 1
Wage: \$18 - \$22 per hour depending on experience
Classification: Full-time, Non-exempt
Date: July 2020

About Fix Our Ferals:

Fix Our Ferals (FOF) is a non-profit veterinary surgical clinic for cats and dogs. We serve thousands of East Bay residents and multiple Bay Area animal welfare organizations by making spay/neuter (S/N) surgeries accessible and affordable. We also offer other critical surgeries to help families retain their animals, thereby keeping them out of the shelter system and/or from needing to be euthanized. We strive never to turn anyone away for financial reasons; it is our goal to never let a lack of funds come between animals in need and the good health they all deserve. We work with animals who have been injured, born with congenital defects, or who have developed surgically-treatable conditions in the course of normal aging. Our goal is to keep cats and dogs happy and healthy in their homes, whether that means a coddled lapdog staying with their loving family, or a community cat enjoying their best life in an outdoor colony.

We have a very talented and compassionate team. Everyone on staff brings their A-game to FOF because we hire people who work well with others, and above all else, deeply believe in our essential mission and want to make a meaningful difference. The team is a nimble, resourceful, and highly motivated group.

Position Summary:

We are looking for a motivated Veterinary Assistant or RVT seeking for a career as a member of a high-performing RVT/Veterinary Assistant surgical team. The right candidate will have strong leadership and communication skills and enjoy a fast-paced work environment. **We will provide further training for the right person who fits well with our team.**

Knowledge and Abilities:

- Knowledge of Normal Basic Parameters in canine and feline patients
- Knowledge of basic dog and cat physiology, anatomy, and behavior as it relates to understanding the general health of animals
- Knowledge of principles of sterility and ability to maintain sterile fields
- Ability to operate various anesthesia monitoring equipment
- Ability to simultaneously monitor multiple patients at various stages of anesthesia a plus but not required

This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

- Ability to recognize and appropriately respond to anesthetic emergencies
- Ability to understand and communicate pertinent medical information with colleagues and clients
- Ability and commitment to maintain confidentiality
- Familiarity with stress-free animal handling and restraint techniques
- Familiarity with veterinary terminology and abbreviations
- Familiarity with commonly used veterinary drugs
- Familiarity with common veterinary hospital equipment and tools

Duties and Functions:

- Calculate drug and fluid dosages
- Prepare patients for surgery and assist in surgery when required
- Perform venipuncture, and intramuscular and subcutaneous injections
- Prepare prescriptions for dispensing
- Complete surgical records and treatment sheets
- Inform clients of any pertinent medical information regarding animal care and communicate release instructions to members of the public
- Remain up-to-date in veterinary medicine through regular continuing education
- Ensure a safe work environment; following all safety guidelines and modeling safe work practices, including correct use of COVID-19 PPE and safety protocols.
- Take immediate action to address any safety concerns that could put a staff member, volunteer, client, animal, or the organization at risk
- Facilitate good working relationships through teamwork and collaboration
- Proactively communicate with other team members to assure excellent patient care
- Collaborate to keep the clinic clean, organized, and running smoothly
- Ensure all clients, colleagues, and volunteers, from diverse backgrounds and cultures, receive the highest level of service, care, and compassion.
- Represent the organization in a positive, professional, and courteous manner at all times
- Other tasks as required

Safety, Physical Requirements, and Work Environment:

- Work is performed in a veterinary surgical clinic that includes stairs.
- Workers may be exposed to anesthetic gases and other chemicals common to a veterinary setting, including disinfectant solutions.
- Workers may be exposed to animals under stress.
- Workers will be exposed to animals and animal allergens under conditions with no alternatives available.
- Workers regularly sit at computers and operate electronic equipment.
- Work requires frequent bending, reaching, kneeling, and repeated lifting and carrying of animals weighing up to 50 pounds.

Education and Experience - Required:

- High school diploma, GED, or equivalent certification

Education and Experience - Preferred but not required:

- 1 year of anesthesia experience in a veterinary setting
- Fluency in Spanish

Reporting Relationships and Contact:

- Reports to Technician Supervisor
- Routinely interacts with clinical and administrative staff, volunteers, individual clients, and representatives of partner organizations

Salary and Benefits:

- The wage for this position is \$18-22 per hour, depending on the length and breadth of experience
- This is a regular, full-time, non-exempt position.
- The benefits package includes medical insurance, retirement plan, paid time off for vacation, continuing education, and sick time.
- Work schedule will include some weekend days, evenings, and/or holidays as needed.
- Work schedule may be composed of ten-hour shifts on four days per week.

To apply, email a cover letter and resume (in the body of the message or as a .pdf) to Robin <at> fixourferals.org.