

Charleston Animal Society (CAS)

JOB DESCRIPTION

<u>Dept./Division:</u>	Veterinary Care
<u>Title:</u>	Surgical Technician
<u>Supervisor/Title:</u>	Chief Veterinary Officer
<u>Direct Reports:</u>	None
<u>Working Relationships</u>	Clinic Manager, Lead Veterinary Technician, Co-workers, Volunteers, Customers and Adopters
<u>Compensation:</u>	Non-exempt; Full-time, commensurate with experience and qualifications.
<u>Job Summary:</u>	Reporting to the Chief Veterinary Officer and the Lead Veterinary Technician, this position supports the Society by providing daily care of all surgical and anesthetic procedures and general housekeeping.
<u>Key Responsibilities:</u>	<ul style="list-style-type: none"> • Adhere to the highest ethical standards and provisions of animal care in a safe, competent, professional and humane manner at all times. • Triage all patients and report all concerns to veterinary technician or attending veterinarian. • Restrain all patients during anesthesia induction and intubation. • Monitor all patients on gas anesthesia. • Prepare patients for surgery as instructed. • Transport patients from prep room to operating room. • Assist veterinarians in surgery as needed. • Keep supervisor informed of animal behavior, health or concerns. • Monitor patients in recovery. • Assist transport driver with handling and unloading transport animals. • Provide information to owners and communicate with customers. • Provide excellent patient care. • Perform daily cleaning of kennels, cages, bathrooms and public areas. • Stock prep room and operating room. • Wash and sterilize all surgical packs throughout the day. • Clean prep room, exam room, and surgical rooms at the end of the day. • Other duties as assigned.
<u>Qualifications:</u>	<ul style="list-style-type: none"> • High school diploma or equivalent required. • Valid South Carolina Driver's License and excellent driving record required. • Prior experience working with animals preferred. • Ability to learn basic veterinary medical concepts to include but not limited to vaccine protocols and anesthetic risks. • Ability to communicate medical information to owners. • Physical ability to handle an average 100 animals per day. • Ability to learn characteristics of animal behavior. • Compassion and understanding of animals. • Ability to provide excellent customer service. • Ability to work independently with minimal supervision. • Ability to clean continuously.
<u>Additional Information</u>	<ul style="list-style-type: none"> • Physical requirements include but not limited to, walking, standing and moving of animals and equipment (ability to lift 50 pounds). • Must be able to bend and kneel repeatedly. • Ability to stand a minimum of eight hours per day. • Must pass a pre-employment drug screen and background check.
<u>Schedule:</u>	Primary schedule may include weekdays and/or weekends, including evenings, as appropriate.
<u>Working Area:</u>	Charleston Animal Society

Job Description Approved by:

Position Authorized by:

Employee Review & Acceptance:

Date: _____

Date: _____

Date: _____