

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: _____