

## **PAWS RVT**

### **Job Objectives**

This position is responsible for providing medical care for domestic animals within the Coronado Animal Care Facility (ACF). This includes performing intake/wellness exams, administering veterinary medications and treatments, and providing general animal husbandry. Additionally, this position will coordinate the scheduling of appointments with external medical providers as well as support population management activities, including care pathway planning from a medical perspective. This position reports into the PAWS Medical and Placement Services Manager while taking clinical direction from the PAWS Veterinary Services Manager and other veterinarians.

**Compensation:** The position is part-time, \$24-\$27/hour

### **Essential Job Functions**

#### **RVT Activities– 75%**

Serve as an RVT directly performing medical intake activities and other medical procedures at the direction of PAWS Veterinary Services Manager or relief Veterinarians.

- Evaluate health of animals presented, including performing intake procedures for new animals to the shelter, and report any relevant findings to Veterinarian.
- Review laboratory reports with Veterinarian, or per pertinent protocol, to determine follow up diagnostics, treatments, or procedural planning.
- Assist in surgical preparation, induction, monitoring and post-surgical care of animals.
- Administer vaccinations and medications, including support for PAWS Community Vaccine Clinic. Ensure prescribed medications, supplements and specialized food are properly documented, dispensed and administered to animals in inventory.
- Collect laboratory samples from animals, including blood, stool, and urine.
- Perform euthanasia at the direction of the Veterinarian.
- Provide input into care pathway conversations and decisions with Veterinary Services Manager and Medical and Placement Services Manager and support appropriate communication of those decisions.
- Consult as needed with external veterinary medical providers.
- Assist staff with cleaning of cages for cats, dogs, birds, rabbits, and other animals as required to maintain shelter operations
- Humanely and safely restrains various sized animals.
- Provide clear and accurate documentation of patient medical records.
- Support ordering of relevant medical supplies and medications as needed in the most cost-effective manner).

#### **Population Management – 25%**

Assist with pathway management of ACF and PAWS animals from a medical perspective.

- Provide input into the assignment of a care pathway for an animal from a medical perspective in coordination with the Animal Care Supervisor.
- Coordinate scheduling and track completion of any medical procedures determined to be necessary by the PAWS Veterinary Services Manager and other veterinarians.
- Coordinate with external veterinary partners and schedule appointments as needed with the support of the Medical and Placement Services Manager. Arrange for transport of animals to and from appointments.
- Maintain medical histories and other pertinent documentation in shelter (PetPoint) and organizational (Google Docs, Microsoft Office) software and files as required.

- Track the medical needs of animals in foster and in PAWS Lifetime Care Program (in accordance with approved agreements). Coordinate with fosters and adopters to schedule and ensure proper care of animals ongoing.
- Generate reports regarding shelter inventory and pathways through shelter record keeping software.
- Proficiency with shelter record keeping software to send, receive, and update medical records.

#### **Non-Essential Job Functions**

- May drive to pick up/drop off animals or supplies as needed.

#### **Qualifications and Education**

- Associate degree (AA) or equivalent from a two-year college or technical school, or six months to one-year related experience and/or training, or equivalent combination of education and experience.
- California RVT licensure preferred. In the absence of RVT licensure, the ability to obtain a veterinary assistant controlled substance permit is required.
- Experience with animal sheltering preferred.
- Two plus years managing and supervising employees.
- Competency in basic computer operations and using specific software (e.g., shelter management software) to track and manage animal population.
- Strong communication and customer service skills.
- Willingness to learn and contribute ideas.
- Able to work independently while completing tasks.
- Other skills required:
  - Must interact positively with management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
  - The ability to professionally and objectively discuss specific animals, groups of animals, and reduce/eliminate bias.
  - Problem solving based on data.
  - Promote and welcome a cohesive and inclusive work environment.
  - Ability to follow guidance as specified by Veterinary Services Manager, Behavior and Animal Care Manager and PAWS Board.
  - Listen to feedback, collaborates with coworkers, and treat coworkers, volunteers, and guests with respect.