



**Position:** Spay/Neuter Licensed Veterinary Technician  
**Classification:** Regular Part-time (Non-Exempt)  
**Location:** Monroe, WA  
**Reports to:** Spay/Neuter Manager and supervised by attending veterinarian

**FUNCTION:** Responsible for providing the highest quality of care possible for patients during hospitalization and surgery; and supervising the daily activities of the Veterinary Assistant and clinic volunteers. Duties include, but are not limited to:

- Oversee admission of patients into spay/neuter clinic; confirm medical history, perform physical assessment prior to surgery when appropriate.
- Communicate patient condition, test results, and medical history of patients to the attending veterinarian.
- Under the direct supervision of the veterinarian, administer medications, anesthesia drugs, and pre-prepare animals for surgery in accordance with WAC 246-935-040.
- Monitor surgery patients from the induction of anesthesia until full recovery has been achieved.
- Assess patient readiness for discharge and discharge all patients daily.
- Comply with applicable standards for animal health technicians established by the Washington State Veterinary Medical Association.
- Communicate with clients regarding patient care matters, including daily discharge.
- Supervise daily cleaning routines including scrubbing and preparation of surgical instrument packs.
- Establish and adhere to maintenance programs for all medical equipment.
- Interact with clients and staff in a respectful and professional manner.
- Enforce and adhere to clinic procedure/SOP.
- Responsible for supervision and training for all unregistered Assistants.
- Maintain a safe and clean work environment.
- Maintain strict confidentiality of client, patient and donor information.
- Maintain controlled drug record keeping and reporting.
- Adhere to OSHA compliance policies & procedures.
- Assist with periodic inventory.
- Attend training meetings as scheduled.
- Be respectful of co-workers and treat subordinate and superior staff, clients, volunteers and patients in a professional manner.

**Minimum Qualifications:**

- **Education:** Veterinary Technician license from accredited college/institute.
- **Experience:** Must have proven track record with at least 2 years of experience in animal care or related field or 1 year of experience in high volume spay/neuter setting.

**Other Requirements:**

- Applicants must have the ability to work in a close quarter and intensive, fast-paced environment of high-volume spay/neuter surgeries. Must have passion for spay/neuter efforts and relentlessly promote the cause. Must be driven to meet/exceed goals. Must be a self-starter, able to prioritize effectively, possess exceptional organizational skills, excellent written and oral communication skills, and be able to write legibly. Attention to detail is a must. Ability to lift 40 lbs. No animal allergies.
- Must have passion and conviction for animal welfare and compassion for all animals, with the drive and devotion to end pet over-population and the over-crowding in area shelters.

**Schedule:** 8-10 hour shift, 1-2 Saturdays each month.

