



**Wood County Humane Society**  
801 Van Camp Road, Bowling Green, OH 43402

**Position Title: Registered Veterinary Technician**

**Supervision:** Shelter Manager, Contract Veterinarian

**Job Description** Full-time, non-exempt position, hourly wage negotiated.  
Primary job duties are related to surgery and management of animal medical cases (both in shelter and in foster care)

**Responsibilities and Duties:**

- Demonstrate core values of organization in all actions and interactions, internal and external
- Provide exemplary customer service and facilitate good experience for all shelter guests
  - Able to convey medical records/information to fosters and potential adopters as needed
- Maintain respectful and cooperative working relationships with coworkers
- Monitor and maintain shelter and foster care animal health
  - Coordinate foster appointments for medical check-ins
- Prepare/maintain surgery schedule to ensure animal flow-thru is happening in a timely manner:
- Surgery prep:
  - Prepare list of animals and procedures for surgery days
    - Includes scheduling of TNR and rescue appointments
  - Prepare surgery room and equipment for surgery
  - Assist in sedation and prep of animals for surgery, recovery of animals from surgery, and clean-up after surgery
  - Perform dental cleanings and extractions
- Record-keeping related to surgeries and medical procedures, including animal records and drug logs
- Assist veterinarian in performing physical exams on shelter animals
- Maintain inventory of surgical and medical supplies; order as needed
- Provide input on medical policies, procedures, and treatment protocols as needed
- Assist in training and mentoring staff and volunteers as needed
- Understand the multiple functions of the shelter, including all WCHS programs
- Maintain current knowledge of best practices in shelter medicine thru CE
- Member of the euthanasia committee
- Other duties as assigned

**Position Requirements:**

Registered veterinary technician degree from accredited school  
 Maintain a valid driver's license and be insurable by shelter insurance company.  
 Prior experience with a variety of animals preferred.  
 Requires flexible hours, may occasionally include working on weekends, evenings, and holidays  
 Comfortable interacting with the general public and ability to communicate well both orally and in writing  
 Have operating knowledge of Microsoft Word and be able to learn shelter software system  
 Able to cope with physically demanding, stressful, and emotional situations professionally and calmly  
 Utilizes appropriate safety procedures for self and the public. Aware that risk of job related injury, disease or infection exists.  
 Strongly suggest maintaining current Tetanus vaccination.  
 Able to lift 40lbs, comfortable handling dogs, cats, and other species

I have read, understand, and agree to comply with the above information.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_ Employment start date: \_\_\_\_\_