

**Humane Society of Washington County**  
**13011 Maugansville Road**  
**Hagerstown, MD 21740**

### **Job Description**

**Job Title:** Registered Veterinary Technician  
**Department:** Veterinary Center  
**Job Code:** Non-Exempt  
**Reports To:** Medical Director  
**Job Status:** Full-Time  
**Revision Date:** August 1, 2024

#### Essential Duties

Working in partnership with the Veterinary Team, the Registered Veterinarian Technician (RVT) is responsible for providing excellent patient care in a state-of-the-art veterinary clinic and animal shelter setting. The RVT maintains accurate drug and medical records, carries out tech duties as directed, and communicates collaboratively and professionally with HSWC team members, adopters, and members of the public.

#### Tasks and Responsibilities

- Administer injections such as anesthetics, pain medications, vaccinations, and other medications. Provide treatments and supportive care as directed by HSWC Standard Operating Procedures and attending Veterinarian. Intubate animals, place intravenous catheters, perform venipuncture, and administer fluids as needed.
- Monitor vital signs of sedated and anesthetized patients in preoperative, operative, and postoperative phases.
- Perform dental cleaning and simple extractions/extraction site closures on sedated patients.
- Prepare and interpret diagnostic samples, including but not limited to fecals, ear cytologies, urinalysis, skin cytologies, and bloodwork.
- Perform CPR and first aid as needed in emergency situations.
- Maintain medical supplies inventory, including emergency drugs, and ensure that supplies are in-date.
- Ensure that anesthetic machines, pulse oximeters, scales, and other Veterinary Center equipment are functional and reports all issues to the Medical Director for immediate attention.
- Maintain all necessary controlled substance drug logs in accordance with state and DEA regulations.
- Maintain patient records and surgical logs and enter medical notes into shelter database.
- Stay current in knowledge of emergency drugs and protocols.
- Possess working knowledge of basic veterinary medical concepts, including, but not limited to vaccine protocols, disease control, and anesthetic risks.
- When Veterinarian has documented information about an animal's condition, treatment plan, and medication, professionally and adequately communicate the information to HSWC team members, adopters, and pet owners as needed.
- Willing to perform euthanasia and discuss euthanasia decisions and HSWC euthanasia protocols with co-workers, volunteers, and the public in a compassionate manner. Prepare remains for rabies testing as indicated (when trained).
- Represent HSWC in a professional and courteous manner at all times.
- Adhere to all protocols put forth by Occupational Safety and Health Administration.
- Follow all written and verbally communicated HSWC Standard Operating Procedures.
- Attend all required staff meetings and training sessions.
- Uphold HSWC's Workplace Culture and Expectations guidelines.
- Maintain proper opening and closing procedures for the Veterinary Center.
- Perform other duties as assigned.

#### Qualifications

##### Experience Required:

- Graduate from a school of veterinary technology (2 or 4 year program).
- Must currently hold a Maryland State Veterinary Technician License or obtain one within 90 days of employment.
- Minimum of one year experience as a Registered Veterinary Technician.

- Euthanasia Certification in the state of Maryland preferred.
- Experience working in an animal shelter setting preferred.
- Experience working in a HQHV spay/neuter clinic given priority.

Knowledge and Skill Requirements:

- Speaks fluent English.
- Possesses excellent animal handling skills, customer service skills, and passion for animal welfare.
- Able to lift and carry 40-plus pounds repeatedly throughout day with assistance, work standing for 10-plus hours per day, maintain an open mind regarding changes, and be willing to learn, implement, and teach new protocols.
- Works well both independently and cooperatively as part of team. Remains composed while working in fast-paced environment.
- Available to regularly work during the daytime and available evenings, weekends, and holidays on a limited basis as needed.
- Candidates must be committed to treating animals with kindness and respect, following Fear Free principles.
- Willingness to deal with conflicts, questions, and problems in a professional manner and with consideration for the good of the organization.
- Willingness to perform humane euthanasia and prepare bodies for rabies testing as directed (when trained).
- Cooperative work ethic and willingness to fill in for other areas and performing other tasks/functions as directed by the medical Director, Veterinarian, or their designee.
- Successful completion of on the job training in the Veterinary Center.
- Follow all procedures established to maintain a safe work environment including using Personnel Protective Equipment (PPE), safe animal and chemical handling, and reporting all near misses and accidents.

Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks and/or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

*Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.*