

<b>Job Title</b>	<i>Surgical Tech/ Medical Coordinator</i>
<b>Reports To</b>	<i>TBA</i>
<b>Salary Range</b>	<i>Starting Salary: \$18/HR</i>

## Job Purpose

The purpose of the Surgical Tech is to provide support to the attending veterinarian throughout the surgical process. This includes surgical preparation, hands-on support during surgery, and then ensuring animals receive the proper post-op care. This individual also ensures our team is informed of any pre or post-operative support and/or care requirements for the animals.

This individual will also assist in creating our weekly surgical schedule to ensure all animals are spayed/neutered in a timely manner and receive a rabies vaccine (when appropriate) prior to adoption. In addition to spay/neuter surgeries, this role will also assist in not only scheduling shelter animals for other surgical procedures with one of our veterinary partners, but also overseeing the logistics for such appointments ( e.g., providing all necessary records to the attending veterinarian, transport to and from the clinic, ensuring post-op medications/care are communicated and implemented, up to coordinating with our Foster Department if a foster home is needed for recovery.) **Therefore, the Surgical Tech must be a very organized multi-tasker with excellent communication skills and possess a hyper-focused attention to detail.**

The Surgical Tech is a leader in the medical department—who will oversee our Medical Coordinators when they rotate in to support the surgery process. This individual will help train and mentor the Medical Coordinators on surgical procedures, and may also be asked to train the team on other medical processes and procedures as needed. The Surgical Tech may also be asked to assist in the intake process of new arrivals as needed.

## Duties & Responsibilities

- Provide new employee training to all Medical Coordinators as it pertains to the surgical department.
- Perform patient assessments, anesthesia, procedures, and treatment.
- Participate in surgical procedures from induction to recovery by prepping patients for surgery, including shaving, scrubbing and positioning, assisting with intubation and performing radiographs.
- Implement new processes and protocols for surgical treatments and best practices.
- Evaluate the mental and physical well-being of surgical patients in conjunction with the Medical Manager and attending veterinarian.
- Successfully vaccinate, draw blood, and give injections needed for surgical procedures.
- Process all surgical paperwork and enter into PetPoint database the same day.
- Track surgical inventory and stay on track with yearly shelter budget.
- Order surgical consumables weekly and surgical instruments as needed.

- Manage appointments, obtain patient histories, keep medical records, patient discharges, etc. for animals outside of HSHC's care.
- Create a schedule for any surgeries that need completed for animals outside of HSHC's care.
- Fill medications and maintain accurate medical records.
- Create a reliable surgery schedule to ensure all animals are spayed/neutered prior to adoption as well as surgical needs for animals are met in house.
- Ensure documentation is accurate and complete.
- Open, turn over and clean operating rooms, as well as clean instruments and wrap packs.
- Assist attending veterinarian in medical procedures and surgeries.
- Create and maintain a daily surgical schedule for all HSHC animals.
- Support the animal intake process as needed.
- Maintain all yearly inspections of medical equipment.

## Qualifications

### Applicants must:

#### Philosophically

- Embrace our No-Kill philosophy and whatever it takes attitude.

#### Hard Skills

- Be a State Registered Veterinary Technician or have equivalent experience working in a veterinary surgical care capacity with a proven and successful track record.
- Have a minimum of 2 years of experience managing/supervising others.
- Have applied experience and demonstrated success identifying and developing a treatment plan for common medical conditions/illnesses associated with dogs and cats, especially in a shelter environment. This includes, but is not limited to: upper respiratory infections, heartworm disease, ringworm, demodex/sarcoptic mange, other skin infections, ear and eye infections, thyroid conditions, etc.
- Be knowledgeable about shelter related, contagious illnesses with an understanding of how to 1) identify such conditions, 2) establish the appropriate handling or quarantine plan, and 3) implement the appropriate medical treatment plan.
- Be proficient in medical calculations (drugs, constant rate infusions, unit conversions, etc.)
- Be proficient using a computer including experience using Microsoft Office, email, and entering/searching for information in data management software such as PetPoint, Excel, or another equivalent database.
- Have experience handling dogs and cats who may be frightened, reactive, have vet anxiety and/or potentially fractious.
- Be able to lift a minimum of 50 lbs. without health risk.

### Soft Skills/Other

- Be extremely organized with attention to detail.
- Be a self-starter with excellent problem solving skills.
- Be an excellent communicator—both written and verbal.
- Be comfortable navigating difficult and stressful situations that may require conflict resolution between employees and/or customers.
- Be able to pivot and react quickly to the unplanned challenges that often occur in our world each day.
- Be flexible to work some nights and weekends.
- Thrive in a fast paced work environment where you are surrounded by the distractions of animal sounds, smells, and their respective allergens.

### Benefits Package:

- Full-Time employees are eligible for benefits after 60 days of employment. HSHC offers several insurance options, including but not limited to medical (Anthem), dental, vision, Long/Short Term Disability, FSA/HSA, Identity Theft Protection, and Life Insurance.
- Generous vacation and paid time off accrued from day one.
- **Robust Pet Benefits Package for employee owned pets.** Includes annual vaccines, diagnostics, x-rays, preventatives, and prescription medications (requires a DVM script) at cost. Other select pet supplies like potty pads, carriers, food, bowls, bedding, etc. are available at no cost in the designated 'free' storage bins.
- Certifications/Professional Development Training provided/funded by HSHC based on role and relevance.
- Retirement plan option available.

---

***Qualified candidates should apply online OR email a resume and cover letter to [humanresources@hamiltonhumane.com](mailto:humanresources@hamiltonhumane.com).***

*Thank you for your interest in pursuing a career at the Humane Society for Hamilton County. HSHC is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to their race, color, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, gender identity, domestic partner status, or any other status protected by federal, state, or local law. Applicants are not required to live in Hamilton County.*

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) of this position. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities.*