



<b>Job Title:</b>	<b>Surgical Technician Assistant</b>
<b>Department:</b>	<b>Shelter Operations- Clinic</b>
<b>Job Classification:</b>	<b>Part-Time, non-Exempt 15-20 hours p/week</b>
<b>Job Relationships:</b>	<b>Reports to the Director of Operations. Works daily with the Surgical Technician Team, Veterinarians, Animal Care and Guest Services Teams.</b>
<b>General Purpose:</b>	<b>To support the Veterinarians in the spaying and neutering of pets by providing surgical preparation.</b>

**PRIMARY RESPONSIBILITIES:**

- Perform and provide surgery preparation and post-operative care for cats, dogs, rabbits, guinea pigs and rats, including anesthesia induction, monitoring, recovery, examination, and administering necessary medications.
- Work closely with Animal Care Team and Guest Services Team to organize surgical schedules based on the needs of the animal guests within the shelter and the public making appointments.
- In coordination with the Surgical Technician Team and clinic volunteers, maintain the overall cleanliness, appearance, safety and functionality of the clinic, it's equipment, kennels and cages.
- Maintain a professional relationship with volunteers while providing them with a rewarding experience and proper training.
- Monitor clinic patients.
- Assist with maintaining a working-level inventory of the materials and supplies the ARLGP clinic uses in its daily operations and ensure the orderly storage of these supplies.
- Interact professionally and positively with the owners of public pets, providing post-operative care information, as well as information on routine care such as vaccines, heartworm prevention, flea and tick prevention, etc.
- Enter and maintain accurate medical records.

**ADDITIONAL RESPONSIBILITIES:**

- Clean and pack surgical instruments
- Run autoclave as needed

- Administer vaccinations and other injections
- Assist with equipment maintenance

#### **NECESSARY SKILLS:**

- Proficient with safe and humane restraint techniques for cats, dogs and various small animals in different situations and for various procedures
- Exceptional attention to detail
- Ability to remember and follow verbal instruction
- Able to interact safely with pets who are in pain or under stress
- Have the ability to administer medications and fluids, execute blood draws and IV catheterization
- Able to accurately and quickly do basic mathematical calculations
- Be able to work as part of an interdependent group, while being self-motivated to execute one's share of the responsibilities
- Excellent communication skills, strong organizational skills, and the ability to work effectively with others inside the clinic and across the organization
- Computer literate with the ability work in the shelter's pet management software, PetPoint, email, internet and Microsoft Office programs
- Pleasant and professional phone demeanor
- Knowledge of surgical veterinary technician responsibilities and procedures
- Knowledge of safe animal handling and restraint
- Proactive, positive, 'recycle, reuse and repurpose' attitude
- Valid Maine driver's license with good driving record
- Reliable transportation

#### **WORK ENVIRONMENT**

- Duties of the job are performed in an animal shelter/animal clinic setting
- The employee is frequently exposed to odors or airborne particles including animal fur, disinfecting chemicals which can be toxic and zoonotic diseases
- Consistently exposed to animals and animal allergens under conditions without alterations available
- Due to the nature of shelter work, the employee may be exposed to fractious animals, deceased animals or animals in poor physical or mental health
- The noise level in the work environment can be very loud
- Must be able to lift at least 50 lbs. with reasonable accommodations
- Able to climb stairs unassisted
- Able to scoop, bend, twist, lift, squat, kneel, grip and reach
- Able to stand for several hours up to an 8-hour shift
- Able to sit at a computer work station and type and use a mouse for 2-4 hours at a time as part of normal job functions
- Move about the building and campus consistently