Registered Veterinary Technician
Hopalong Foster Program

Do you love veterinary medicine and caring for pets but need a break from interacting with the public? Do you dream of working at a practice where you can truly make an impact in the community?

Marin Humane is looking to hire a Registered Veterinary Technician (RVT) to provide veterinary care for the animals under the Hopalong Foster Program of Marin Humane. This position will work under the guidance of our Director of Veterinary Services to provide medical treatment of animals in our Hopalong Foster Program. *This candidate would work primarily at our Oakland satellite office at 945 22nd Avenue in Oakland but may cover shifts at our Novato location as needed.*

Marin Humane is an equal opportunity, non-profit employer. Our mission is to transform lives through exceptional animal care, humane education, and advocacy. Every day, we inspire compassion and positive relationships between animals and people. Our Core Values are Dedication to Animals, Collaborative Spirit, Courage with Compassion, Pursuit of Learning, and Celebrating Differences.

One of our core values is Celebrating Differences, and we see diversity, equity, inclusion, and belonging (DEIB) as an essential component. We foster a culture of inclusion and belonging for our staff, volunteers, and the communities we serve. We're at our strongest when everyone is valued and empowered so we're committed to advancing DEIB throughout our organization.

SUMMARY: The Registered Veterinary Technician is responsible for providing high-quality, humane animal care; maintaining the highest standard of medical care; and presenting a positive and professional image when interacting with members of the community. They are accountable for accomplishing department goals, working collaboratively with internal and external stakeholders, and supporting the mission, goals, and philosophy of Marin Humane.

The perfect candidate for this position is a currently licensed CA RVT or is planning to obtain their RVT license within twelve months, enjoys teamwork, is passionate about shelter medicine, practices high-quality medicine, and can think outside of the box.

ACCOUNTABILITY: Director of Veterinary Services
HOURS: 32-40 hours per week -
SALARY: $26.98/hr to $29.96/hr – nonexempt
Application filing deadline: Open until filled

ESSENTIAL DUTIES AND RESPONSIBILITIES

ANIMAL MEDICAL CARE

- Assist Hopalong staff with examination, treatments of animals, and associated record-keeping
- Identify, vaccinate, weigh, and kennel animals as needed
- Feed and medicate animals under our care
- Assist with diagnostic testing that include but are not limited to blood draws, cystocentesis, and collecting and running fecal tests
- Maintain proper paperwork and medical records as required by law. Must become proficient with the Shelter Buddy software program

- Provide staff and volunteers with clear and concise information regarding the medical condition, diagnosis, and treatment plan of animals in our care
- Administer daily treatments as directed and update treatment records accordingly.
- Recognize the signs of common illnesses and start treatment as appropriate or as directed by veterinarians
- Monitor animals' response to treatment courses (if any) and communicate with veterinarians the results
- Fill prescriptions as directed by veterinarians
- Move animals to isolation as necessary and maintain principles of biosecurity as warranted
- Clean and disinfect animal areas to maintain a safe and sanitary environment
- Perform euthanasia in accordance with Society policies & California laws
- Assist with Free Community Clinics as needed

STAFF MANAGEMENT AND TRAINING

- Evaluate direct reports on a regular basis, hold them accountable to assignments and goals, discipline when needed
- Monitor training needs to provide for their growth and maximize their potential for the good of the organization
- Ensure that organizational and department policies and procedures are being followed; periodically review or revise department policies and procedures, if needed
- Maintain a thorough knowledge of the department; perform the duties of staff as necessary

CUSTOMER SERVICE

- Promote and emulate exemplary customer service by providing courteous, prompt, and responsive service to internal and external customers
- Foster teamwork, creativity, and a work culture aligned with Marin Humane's mission and values
- Work well with volunteers and provide training in procedures and protocols as needed

SAFETY AND SECURITY

- Maintain proper paperwork and medical records as required by law
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules
- Must be willing to report safety violations as well as potential safety violations to appropriate supervisory or management personnel
- Maintain appropriate files and records as assigned
- Adhere to the files and records retention policies and procedures

DESIRABLE QUALIFICATIONS:

An ideal Candidate will possess the following knowledge, skills and abilities:

- Experience with animal handling
- Ability to perform venipuncture and general vet assistance skills such as the ability to administer injections, take vital signs of animals, and properly restrain animals for examination and treatment
- Basic knowledge of Microsoft Office and computer keyboarding skills (data entry)
- Working knowledge of the metric system units and basic mathematical skills for calculating drug dosages
- Ability to manage multiple tasks in a fast-paced environment
- Good oral and written communication skills
- Knowledge of Shelter Buddy desired
- Communicate clearly with the veterinary team
- Willing to cover shifts at Novato campus when needed
- Work both independently and as a member of a team

EDUCATION AND EXPERIENCE:
A candidate must have a Registered Veterinary Technician license or is scheduled to obtain one within twelve months. Have a minimum of two years of professional experience working with animals. Supervisory experience preferred.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand for long periods; walk; use hands (requiring dexterity); reach with hands and arms below and above shoulder height; talk and hear. The employee is frequently required to stoop, kneel, crouch, or crawl for short distances. The employee is occasionally required to sit and climb or balance. The employee must regularly lift and /or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals, Latex and cat litter dust; The noise level in the work environment is usually loud and frequently chaotic; Willingness to work outside normal business hours.

This position would require the employee to work primarily at our Oakland satellite office, with possibly one day working at our main shelter in Novato.

BENEFITS:

FULL-TIME EMPLOYEES (AT LEAST 30 HOURS/WEEK):

- Medical – Kaiser High Deductible Health Plan (HDHP) with Health Reimbursement Arrangement (HRA)
- Dental Plan
  - Includes Orthodontia for dependent children
- Vision Plan
- Domestic Partner Coverage Available (Medical, Dental and Vision plans)
- Life Insurance
- Long Term Disability Insurance
- Section 125 Cafeteria Plan

ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):

- Fitness Reimbursement Program
- Employee Assistance Program
- 403(b) Retirement Plan
- Paid Holiday
- Paid Vacation
- Sabbatical Leave

ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):

- Paid Sick Leave