



## JACKSONVILLE HUMANE SOCIETY JOB DESCRIPTION

**Job Title:** Hospital Technician  
**Department:** Hospital  
**Reports To:** Medical Director  
**Position:** Nonexempt

The hospital technician supports the veterinary staff in ensuring quality veterinary care for all pets, supports education of clients on pet health, and ensures a safe and effective hospital environment. Areas of responsibility encompass client services, treatments, inventory and ordering support, hospital cleanliness, and surgery support. The position ensures efficiency of appointments, surgery, and treatments.

### **Primary Responsibilities**

- Radiology – technique, positioning, linking X-rays to patient files, observing radiation safety rules
- Office hours – weighing, temping, assessing, history, lab tests, vaccines, assisting veterinarians and technicians with restraint, prescription filling
- Treatment – IV catheters, phlebotomy, lab tests, radiology, nursing care, cleaning, feeding
- Surgery – induction, maintenance and recovery from surgery/anesthesia, patient record updates, safe animal handling, assistance in surgery as needed, cleaning/wrapping of used packs, opening of new packs/supplies, lab tests as required
- Perform other duties as assigned

### **Qualifications**

- Experienced veterinary technician with a combination of education and training that provides the required knowledge, skills, and abilities
- At least two years' experience as a technician, in all aspects of hospital operations with an emphasis on office hours
- Ability to work on multiple tasks with interruptions in an energetic environment with the pressure of periodic heavy workloads
- Ability to anticipate and identify problems and needs and solve them and/or communicate them appropriately
- Capability to react calmly and effectively in emergency situations
- Computer literate with knowledge in Microsoft Office and practice management software
- Ability to provide excellent customer service and to build successful relationships with a diverse customer population
- Ability to work a flexible schedule to include weekend and holiday hours. Client needs and work volume may often require more than 40 hours per week to complete essential duties of this job

### **Physical Requirements/Work Environment**

- Standing for extended periods of time
- Ability to stand, walk, stoop, kneel, crouch, climb and manipulate (lift, carry, move) up to 50 pounds
- This position will work with cleaning products, and on occasion will be exposed to anesthesia, radiation, biological hazards, and medication/controlled substances
- Exposure to hazards associated with aggressive patients

### **Work Schedule**

- Position includes weekday and weekend hours requiring a flexible work schedule. Holidays occasionally required.
- Hours and days are subject to change based on department demands

*This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.*