

# Countryside Humane Society

## Surgical Technician

Job Description

### **Basic Functions**

Under the supervision of the staff veterinarian, provides routine health examinations and health maintenance for all animals sheltered at CHS and assists the veterinarian in surgery.

### **Duties and Responsibilities**

- Prepare surgery area for surgery days
- Prepare all necessary paperwork related to surgery
- File paperwork and keep files in order
- Collect payment for surgical procedures and issue receipts
- Assist the veterinarian before, during and after surgery
- Order and maintain control of surgical related drugs and supplies
- Sterilize and maintain surgical equipment
- Clean, sanitize and sterilize surgical area following surgery
- Maintain confidentiality regarding any particular individual or situation concerning Shelter activity
- Maintain an informed and professional relationship with the public

### **Supervision**

Veterinarian

### **Qualifications**

- High school diploma or GED
- Ability to understand and carry out verbal and written instructions
- Ability to impart information and instructions clearly and concisely
- Ability to deal with the public and staff in a respectful, tactful and courteous manner
- Any equivalent combination of training and experience which provides the required knowledge, skills and abilities
- Ability to lift 40 lbs
- 2 years experience working in a animal surgical facility
- Certification for Veterinarian Technician in Wisconsin

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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