



JOB Description

POSTING DATE: 05/25/2022 **POSITION:** Assistant Clinic Supervisor

CLOSING DATE: Open Until Filled **STATUS:** Full time/Hourly/Non-Exempt

REQUIRED EXPERIENCE: Veterinary hospital supervision preferred **BASE:** DOE

REQUIRED EDUCATION: Registered veterinary technician certification or equivalent experience

JOB DESCRIPTION

The Assistant Clinic Supervisor must have at least 4 years as surgical vet tech experience, a strong background in veterinary medicine and be familiar with routine veterinary practices, procedures and patient management. This position will assist the operation of all veterinary services which include shelter animal spay/neuter, public spay neuter and wellness programs and diagnosis treatment of injured and ill animals. This position will assist with staffing of the department, assign duties, and supervise/evaluate technicians at the Brooks City Base clinic operated by the San Antonio Humane Society (SAHS). This position will be under the direct supervision of the Brooks Clinic Supervisor.

RESPONSIBILITIES:

- Communicate effectively and efficiently
- Create monthly promos for Brooks Spay/Neuter Clinic (surgical and preventative care)
- Making schedules for clinic employees monthly which includes limiting and tracking overtime
- Make weekly money deposits for Brooks
- Work with other departments to insure data entry is complete and accurate for both QuickBooks and Pet Point
- Emailing clients and future customers with information requested/scheduling/concerns
- Patient management and care is a direct responsibility of this position. They may delegate and/or assist with care as needed. Scheduling rechecks, bandage changes, physical therapy and/or any additional care and medication.
- Responsible for training new hires into the clinic. This includes on the job training of proper skills needed for restraint, patient care/management, vaccination/blood draws, surgical prep skills, dosage calculation as needed for their specific job description. Continuity of training will improve quality of care within the shelter.
- Learn how to and assist with ordering supplies and equipment from the main vendors for regular inventory of both clinic and surgery items. Arranging for staff lunch and learns paid by a drug representative
- Organize regular maintenance and upkeep of the specialty equipment including but not limited to: autoclave, ultrasonic, ultrasound, anesthesia machines, x-ray machines, etc.
- Serve as liaison for other veterinarians in lieu of direct communication with a Veterinarian of the SAHS. If a veterinarian of another business, organization, or contract wishes to speak with someone and the vets of the SAHS are unavailable, the Surgery Service Supervisor will be the next contact with which to direct them.
- Willing to handle medical questions and explanations in lieu of direct veterinary interaction.
- Assist with the daily operation of the clinic and be able to assume management of operations in the absence of the clinic manager.
- Responsible for the accurate entry of spay and neuter data by auditing and providing necessary feedback to Fred Data Entry Clerk & Brooks Supervisor.
- Provide accurate invoicing details, grant reports, surgery numbers, and other necessary details/reports when requested/needed in a timely manner through excel.
- Coordinates with other departments to ensure that grant and report schedules/deadlines are met and completed.
- Responsible for any other tasks as may be assigned
- Be an outstanding example of the 5 values of the SAHS in all interactions: Respect, Responsibility, Integrity, Customer Service, and Adaptability

KNOWLEDGE, SKILLS and ABILITIES:

- Excellent mathematical skills and attention to detail
 - Demonstrated ability to plan, organize and work with minimal supervision
 - Demonstrated interpersonal skills and flexibility in dealing with people and projects
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- Demonstrated ability to communicate effectively orally and in writing
- Computer proficient utilizing Microsoft Office (Word, Excel spreadsheets, etc.)
- Must be able to maintain a high level of confidentiality and judgment

ADDITIONAL SKILLS:

- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others
- 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 or potential safety violations to appropriate supervisory or management personnel

PHYSICAL REQUIREMENTS:

- Must stand, walk, bend and stoop to perform duties
- Must have the ability to perform prolonged physical activity
- Must be able to stand for 8 hours
- Ability to lift 50lbs.
- Will be expected to work weekends, holidays, and off hours
- Job may require performance of tasks that involve potential for exposure to blood, body fluids, or tissues, animal and human
- Potential for exposure to zoonotic diseases
- Exposure to high noise levels when in kennel area
- Potential for animal bites and scratches while handling animals

You can complete an employment application at SAhumane.org/employment