



Job Description

POSTING DATE: 06/09/2023

POSITION: Surgery Services Supervisor

CLOSING DATE: Open until filled

STATUS: Full time / Exempt

REQUIRED EXPERIENCE: Veterinary technician with management experience preferred

BASE: DOE

REQUIRED EDUCATION: Registered veterinary technician certification or equivalent experience

JOB DESCRIPTION

The Surgery Services Supervisor must have a strong background in veterinary medicine and be familiar with routine veterinary practices, procedures, and patient management. This position will oversee the operation of all veterinary services which include shelter and public animal spay/neuter as well as diagnosis and treatment of injured and ill animals. This position will ensure adequate staffing of the department, assign duties, and supervise/evaluate surgery technicians. This position will be under the direct supervision of the Medical Manager.

RESPONSIBILITIES:

- Communicate effectively and efficiently
 - Patient management and care is a direct responsibility of this position. All patients within the care of the SAHS that require extensive care are under the direct management of this position. The Surgery Services Supervisor may delegate the care, but ultimately they should ensure its completion. This includes working directly with the veterinarians and clinic staff in maintaining detailed communication regarding scheduling rechecks, bandage changes, physical therapy, and/or any additional care and medication.
 - Responsible, along with the Assistant Surgery Services Supervisor, for training new hires into the surgery department. This includes on the job training of proper skills needed for restraint, patient care/management, vaccination/blood draws, surgical preparation skills, and dosage calculation as needed for their specific job description.
 - Supervise, schedule and evaluate all surgery technicians
 - Responsible for ordering supplies and equipment from the main vendors.
 - Responsible for maintaining monthly inventory with the current POS system.
 - Responsible for controlled substances in the surgery suite. This includes ordering and correctly storing, properly logging and maintaining the electronic drug book, maintaining records of invoices, and performing monthly inventories. All records should be within DEA standards at all times.
 - Organize regular maintenance and upkeep of the specialty equipment including but not limited to: autoclave, ultrasonic, ultrasound, anesthesia machines, x-ray machines, etc. Maintain up-to-date radiation control badges.
 - Liaise with vendors and distributors as necessary.
 - Handle medical questions and explanations in lieu of direct veterinary interaction.
 - Responsible for entering medical notes and paperwork associated with specialty care and procedures into the computer prior to the animal going up for adoption.
 - Responsible for liaising with veterinary technician schools and arranging student intern training as requested.
 - Responsible for any other tasks as may be assigned.
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- Be an outstanding example of the 5 values of the SAHS in all interactions: Respect, Responsibility, Integrity, Customer Service, and Adaptability

KNOWLEDGE, SKILLS & 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
- 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
- Euthanasia certification or ability to become certified
- 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
- Valid driver's license and active automotive insurance

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.
- May be expected to work weekends, holidays, and off hours
- Job may require performance of tasks that involve the 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

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