

## Animal Care and Veterinary Assistant Supervisor Tufts University

Direct Link: <https://www.AcademicKeys.com/r?job=242800>

Downloaded On: Aug. 10, 2024 1:27pm

Posted Aug. 7, 2024, set to expire Dec. 31, 2024

<b>Job Title</b>	Animal Care and Veterinary Assistant Supervisor
<b>Department</b>	Small Animal Hospital
<b>Institution</b>	Tufts University Medford, Massachusetts
<b>Date Posted</b>	Aug. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Agriculture/Animal Care
<b>Job Website</b>	<a href="https://jobs.tufts.edu/jobs/20805?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys">https://jobs.tufts.edu/jobs/20805?lang=en-us&amp;iis=Job+Board&amp;iisn=AcademicKeys</a>
<b>Apply By Email</b>	
<b>Job Description</b>	

### Overview

The Emergency and Critical Care Section provides high-quality service to the Small Animal Hospital for all hospitalized patients. In addition, this section creates a positive learning experience for Cummings School students and house staff with regard to small animal medicine.

### What You'll Do

The Veterinary Assistant/Animal Care Attendant Supervisor is responsible for assisting the Hospital Administration and the Inpatient Senior Veterinary Technician in directing the daily function and smooth operation of the Small Animal inpatient service.

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In this role, as the Veterinary and Animal Care Attendant Supervisor you will:

- Supervise daily work performance of veterinary assistants and Animal Care Attendants in the Inpatient Department.
- Collaborate with Senior Technician and Shift Leaders to productively address and meet the needs of the hospital with respect to quality of technical assistance, work schedules, and hospital maintenance.
- Conduct semi-annual and annual performance evaluations of direct reports.
- Interview, hire, and coordinate training of all new employees to ensure compliance with established protocols, policies, and procedures of the department.
- Effectively lead and motivate staff. Promote quality services to internal customers.
- Assess department needs, recommend changes, and make proposals for cost-saving improvements and efficiency in daily departmental operations.
- Participate in monthly Supervisor's meetings and inpatient technical service meetings.
- Maintain a sound knowledge, compliance and implementation of University and departmental standard operating procedures.
- Provide specialized training and mentorship for all Veterinary Assistants and Animal Care Attendants. This includes prevention of, or recognition of multitude of disease processes.
  - Must have thorough understanding of animal care and husbandry.
  - Must be able to perform basic phlebotomy, obtain accurate vitals and report any abnormalities to the technician overseeing the patient's care.
- Organize and participate in emergency holiday schedule.
- Organize, schedule, and direct work of the VA and ACA staff.
- Be knowledgeable of the Service's equipment and know how to properly maintain and troubleshoot them.
- Provide quality assistance for clinical, academic, and research applications--daily and as needed.
- Provide service to patients and communication to co-workers, students and clients that are consistent with our hospital's standards of minimizing fear, anxiety, stress, and pain in our patients.
- Shared budgetary management of the Inpatient Medicine Service with the Senior Technician including monitoring and processing the purchase of equipment, supplies, services, and repairs (daily).
- Requisition, maintain, and oversee inventory of supplies of the department.
- Generate budget calculations, projections, and requests annually. Review weekly timesheets for all staff in the department.
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- Manage overtime allotment for department.
- Recommend merit raises for direct reports.
- Manage equipment service contracts and repairs.
- Miscellaneous duties and projects as assigned by Hospital Administration.

The schedule for this position may include evenings and may include providing University and calendar holiday coverage on a rotating basis. The schedule for this position requires flexibility to insure that adequate leadership support and patient care is provided without interruption or exception. This position is considered essential and is therefore required to report to work as scheduled during emergency closings.

### What We're Looking For

#### Basic Requirements:

- High School Diploma or GED
- Three (3) years as a Veterinary Assistant or Veterinary Technician.
- Required computer/technical skills: Word, Excel, Power Point
- Ability to lift up to 50 lbs. with or without accommodation

#### Preferred Qualifications:

- (3+) years of related experience, previous experience as a supervisor, experience in a veterinary teaching hospital
- Human resource management skills
- Excellent communication and interpersonal skills, and high emotional intelligence.

### Pay Range

Minimum \$29.40, Midpoint \$35.00, Maximum \$40.60

Salary is based on related experience, expertise, and internal equity; generally, new hires can expect pay between the minimum and midpoint of the range.



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### **Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

### **Contact**

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