

Assistant Supervisor Veterinary Technician - ECC Tufts University

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Posted Jul. 1, 2024, set to expire Dec. 31, 2024

Job Title	Assistant Supervisor Veterinary Technician - ECC
Department	Emergency and Critical Care Section
Institution	Tufts University Medford, Massachusetts
Date Posted	Jul. 1, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Small/Lab Animal Medicine Veterinary Medicine - General
Job Website	https://jobs.tufts.edu/jobs/20653?lang=en-us&iis=Job+Board&iisn=AcademicKeys
Apply By Email	
Job Description	

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

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The Assistant Supervisor is responsible for assisting the Hospital Administration and the ECC Senior Veterinary Technician in directing the daily function and smooth operation of the Small Animal inpatient service. This position ensures that high-quality assistance will be provided to all patients presented to the service as well as providing excellent customer service to clinicians, residents, interns, and students.

This position will promote, facilitate, and develop a team spirit and productive workforce among the Veterinary Assistant staff. This requires frequent, clear communication with the Inpatient Director of Nursing, Faculty Leaders and ECC Senior Technicians.

Essential functions as a Veterinary Technician, Assistant Supervisor will be:

Assistant Supervisor Responsibilities:

- Have a fundamental understanding of Human Resource principles, practices and regulations.
- Demonstrated ability to provide exceptional service to both internal and external customers.
- Assist with staff schedule management for both ongoing repeating schedule and urgent scheduling needs.
- Assist weekly preparing employee payroll and managing leave requests.
- Experience with Microsoft Office and Hospital based programs or familiarity with other electronic medical record.
- Identify and assist Sr. Technician with formulating plans for improving employee performance both in patient care and interpersonal skills.
- Collaborate with Senior Technician to productively address and meet the needs of the hospital with respect to quality of technical assistance, work schedules and hospital maintenance.
- Monitor and ensure appropriate charging for the section's patients and procedures.
- Assist Sr. Technician with assessing service needs and provide recommendations for cost-saving improvements and efficiency in daily departmental operations.
- Maintain a sound knowledge, compliance and implementation of University and departmental standard operating procedures.

Technical Duties and Teaching:

- Provide specialized training and mentorship for all Veterinary Assistants. 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 vet assistant 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.

Administration:

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- Shared budgetary management of the ECC 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.
- Review weekly timesheets for all vet assistant staff in the department.
- Manage overtime allotment for department. Manage equipment service contracts and repairs.

Other:

- Miscellaneous duties and projects as assigned by Hospital Administration.

What We're Looking For

Basic Requirements:

- Knowledge and experience as typically acquired by a High School Diploma or GED and 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:

- Three-plus (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 \$26.40, Midpoint \$31.40, Maximum \$36.40

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

Contact Information



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Contact

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