

Animal Health Records Manager/ Registered Veterinary Technician



POSITION DUTIES & ESSENTIAL FUNCTIONS:

Duties	Percentage
<p>Responsible for managing all record keeping at the Animal Health Center, including:</p> <ul style="list-style-type: none"> • Maintaining/updating manuals and computerized systems containing animal information. • Inventorying, documenting and identifying all animals in the zoo's collection, including birth, death, reproductive history, radiographs and medical records related to health and behavior. • Preparing medical records of any animals being transferred and sharing records with receiving facility. • Gathering necessary paperwork for incoming animals and creating a permanent record folder for the animal. • Reviewing and maintaining record keeping and transaction procedures, in conjunction with the animal registrar, and implementing improvements to standards of record management. • Maintaining daily reports and records as assigned. 	60%
<p>Supports and adheres to the Zoo's program of veterinary care and preventive medical programs, by assisting with daily tasks, including:</p> <ul style="list-style-type: none"> • Administering medications, according to established protocols and laws. • Monitoring anesthesia and assisting with surgical procedures. • Assisting with movement, capture and restraint of animals. • Performing routine laboratory processing analysis. • Monitoring health and welfare of hospitalized and quarantined animals. • Preparing instrumentation for anesthetic procedures. • Changing dressings and bandaging as directed. • Coordinating, purchasing and stocking medical supplies. • Assisting in maintaining the cleanliness and daily functioning of the animal hospital. • Adheres to all continuing education and supervision requirements as outlined in Missouri State RVT statutes. 	30%
<p>Assists with the daily care of animals at the Animal Health Center, including:</p> <ul style="list-style-type: none"> • Preparing diets for hospitalized/quarantined animals. • Ensuring daily animal husbandry needs are satisfied on Animal Health Zookeeper's days off, while providing input on husbandry, enrichment and operant conditioning within the AHC. • Monitoring and observing the health and welfare of hospitalized/quarantined animals. • Reporting injuries, irregular behavior, death or birth of hospitalized/quarantined animals to veterinarians. 	5%
<p>Assists with maintenance of Animal Health Center's enclosure, service and holding areas, including:</p> <ul style="list-style-type: none"> • Daily cleaning of enclosure, service and holding areas. • Ensuring AHC meets institutional USDA, AZA, AAZV and other guidelines for disinfection, pest control and grounds maintenance. • Reporting maintenance issues and potential safety hazards to supervisor. 	5%

***This position may at times be requested to perform other duties or special projects as assigned, which are in the best interest of the Kansas City Zoo.**