

JOB/POSITION TITLE: **Veterinary Technician**

STATUS: Non-exempt

PRIMARY PURPOSE: Performs assessment, selection, and healthcare of all animals and provides technical support for veterinary services including sterilization surgeries, medical treatment, euthanasia and disposal.

Reports To: Animal Care Manager

Supervises: Volunteers

ESSENTIAL DUTIES/FUNCTIONS:

- **Animal Health Assessment.** Examines all animals daily and inspects for proper identification and correctly completed admission forms. Evaluates and selects incoming animals daily to be made available for adoption and performs and records health checks according to Society procedures.
- **Assist with Pre/Post Surgery Procedures and Medical Treatment.** Performs anesthesia, surgical preparation, and monitoring of animals sterilized according to Society procedures. Cleans, disinfects and organizes surgery suite daily. Performs euthanasia of animals and accounts for usage of euthanasia solution according to Society procedures and federal law.
- **Animal Healthcare.** Performs paraprofessional medical care and treatment to animals in need including emergency first aid.
- **Statistical Entry and Monitoring.** Logs daily activity into computer and prepares monthly statistical reports as directed.
- **Maintains Medical/Clinic Supplies.** Monitors medical supplies and reorders as needed as directed by supervisor.
- **Customer and Animal Care.** Answers questions from the public concerning animal care and veterinary concerns in a timely, professional and courteous manner. Treats all animals humanely, properly and with compassion.

OTHER DUTIES/FUNCTIONS:

- **Operations Support.** Feed, water, and monitor condition of all animals as directed. Clean and disinfect kennels, cat house, food and water bowls, and utensils. Regularly participates in meetings with other members of the department and shares ideas and suggestions designed to improve working conditions and the organization.
- **Other Duties as Assigned.** Ensures a positive public image and to enhance the operation of the organization and improve the quality of life for animals. May include organization-wide support as needed such as but not limited to participation in events, serving as spokesperson, fundraising, covering other operational departments, and Society's role as a first responder to disasters.

JOB CONDITIONS:

- Work Environment: Outdoors in all types of weather; indoors under regular kennel and office conditions.
- Equipment Use: Leash/rope, water hose with spray gun, commercial cleaning fluid, computer, phone system, veterinary drugs, instruments and equipment, copier, and calculator.

- Hours: Based on operational requirements. Must be available 40 hours a week with overtime as needed any 7 days of the week, weekends and holidays.

MENTAL, PHYSICAL AND COMMUNICATION DEMANDS:

- Must have passion and concern for both animals and people.
- Must agree with and be committed to Society goals, objectives, and programs.
- Requires working with minimal supervision. Must be self-motivated.
- Requires alertness and attention to detail in handling of animals.
- Requires crawling, bending, lifting, running, etc. in cleaning and handling of animals.
- Requires lifting and carrying up to 50 lbs. of weight, struggling or limp. Must have no limitations to prevent handling or working with animals.
- Requires eye-hand coordination in handling, capturing, transporting, restraining or administering veterinary treatment to a live animal.
- Must have ability to handle telephone operation and etiquette.
- Requires clear and legible writing skills.
- Requires knowledge of computer input functions and report writing.
- Requires knowledge of and ability to perform veterinary technical support procedures to all types of animals.
- Requires knowledge of common diseases and medical conditions affecting all types of animals.
- Requires patience and tact when dealing with difficult, emotional, or angry people.
- Must communicate clearly while talking to individual people either in person on the telephone, or over the intercom system.
- Understanding, compassion, and ability to perform euthanasia on all types of animals.
- Requires handling people and animals in a pleasant, courteous, and professional manner.

QUALIFICATION REQUIREMENTS:

- Skills/Knowledge: General handling and knowledge of variety of animal species, behaviors, general physical needs, common diseases, and medical conditions. General knowledge of routine veterinary needs of variety of animal species and ability to perform routine and emergency treatment. General knowledge of veterinary surgical operations, monitoring, preparation, and equipment including drugs and instruments.
- Education/Training: High school diploma or equivalent required. Veterinary tech degree preferred.
- Experience: Two years of working as a veterinary technician in a clinical or

animal shelter environment preferred.

AUTHORIZED BY: _____ DATE: _____
President/CEO

(Revised May 2015)