



Veterinary Technician – Shelter Clinic

Job Description

Job Title: Shelter Veterinary Technician

FLSA Status: Part Time, Non-exempt

Date last reviewed: February 23, 2023

Position Summary

Is responsible for the daily medical care and primary evaluations of animals entering the shelter. Assists the Animal Care Team members with the daily medical care and treatment of shelter animals. This is a part-time position. This position reports to the Chief Medical Director.

Ideal Candidate

Our ideal Veterinary Technician will be comfortable performing physical exams and identifying abnormalities. They will be comfortable preparing and dosing anesthetic medications as well as monitoring and managing anesthesia with input from the Veterinarians. Ideally, he or she has obtained certification, but we encourage experienced candidates to apply. Our new Technician will be motivated, able to work independently in addition to being effective in a fast-paced team environment, respectful to other clinic team members, and sincerely compassionate with both clients and patients. This is a great opportunity to join a shelter care team with a hardworking, yet fun-loving atmosphere.

Essential Duties and Responsibilities

- Performs all pre-surgical duties; conducts pre-surgical physical exams on animals and prepares animals for surgery.
- Calculates, administers, and records anesthetic drugs.
- Monitors anesthesia during surgery, through post-anesthesia and recovery.
- Cleans and prepares surgical instruments and ensures supplies are ready for use.
- Maintains communication with veterinary team members about animal care and treatment.
- Assists veterinary and animal care team members with other duties as assigned.
- Responds to emergency situations, administering triage care.
- Performs dental cleanings.
- Prepares laboratory samples and evaluates in-house lab work.
- Prepares and operates digital radiology equipment and follows radiology safety procedures.
- Administers and records medications and treatments as assigned.
- Performs initial health exams for new shelter animals.
- Maintains appropriate records, documents, and data entry for patients.
- Assists in making decisions about euthanizing animals for medical reasons.
- Maintains satisfactory level of care by attending continuing education.
- Inventories and orders supplies as assigned.

Job Qualifications

- At least 2 years of veterinary work experience preferred.
- Previous spay/neuter or animal shelter work experience preferred.
- Credentials (licensed/certified) and CACVT membership a plus.
- Ability to lift and carry 50 pounds.
- Strong verbal and written communication skills.
- Ability to multi-task in a fast-paced environment.
- Shows initiative and is a conscientious worker.
- Sense of humor and ability to be a team player.
- Detail-oriented and exercises good judgment when dealing with the public and animal-related concerns.