



## Job Description

**Job Title:** Well Pet Clinic Veterinary Technician *or* Assistant

**FLSA Status:** Part-Time, Non-exempt

**Date last reviewed:** November 9, 2023

### Job description

The Longmont Humane Society (LHS) is currently accepting applications for a part-time, Monday- Friday, **Registered Veterinary Technician** (or years of experience and qualifying to be registered/certified) **OR a Veterinary Assistant** to work in our Well Pet Clinic. This position is responsible for a variety of duties, including pre- and post- surgical care, monitoring anesthesia, administering medication, doing lab work, performing dentals, and operating digital radiology equipment.

Our ideal Well Pet Clinic Technician or Assistant will be comfortable performing pre-surgical exams, anesthetic drug preparation, as well as monitoring and managing anesthesia with input from our veterinarians. Ideally, they have obtained certification, but we encourage experienced candidates to apply. Our new Technician/Assistant 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 associated practice with a hardworking, yet fun-loving atmosphere.

### Position Summary

The Veterinary Technician or Assistant supports the veterinarians at Well Pet Clinic and is responsible for assisting during surgeries and facilitating office exams and drop-in visits for clients. This position reports to the Veterinary Services Manager.

### Essential Duties and Responsibilities

- Performs pre-surgical duties on animals and prepares animals for surgery.
- Calculates, administers, and records pre-anesthetic drugs.
- Monitors anesthesia during surgery, through post-anesthesia and recovery.
- Cleans and prepares surgical instruments and ensures supplies are ready for use.
- Educate clients on pre- and post- surgical care of their animals.
- Performs dental cleanings.
- Responds to emergency situations, administering triage care.
- Meets with Care Visit clients and perform services such as vaccinations, heartworm testing, nail trims, anal gland expression, and microchipping.
- Educate Care Visit clients about vaccine protocols, heartworm disease, proper diet, proper dental care.
- Prepares and operates digital radiology equipment and follows radiology safety procedures.
- Prepares laboratory samples.
- Facilitates office exams for clients and veterinarian.
- Assist Veterinarians with euthanasia.

- Maintains communication with veterinary team members about animal care and treatment.
- Assists veterinary and WPC team members with other duties as assigned.
- General clinic cleaning and laundry duties.
- Administers and records medications and treatments as assigned.
- Maintains appropriate records, documents, and data entry for patients.
- Inventories and orders supply as assigned.

### **Job Qualifications**

#### Education and Experience:

- Current certification in good standing.
- Maintains satisfactory level of care by attending continuing education.
- At least 1 year of work experience; previous work experience in a veterinary care field preferred.

#### Knowledge, Skills and Abilities:

- Effective communication, organization, and strong customer service skills.
- Strong verbal and written communication skills; Spanish language speaking ability a plus.
- Shows initiative and is a conscientious worker.
- Ability to handle multiple tasks at once in a fast-paced environment.
- Detail oriented and exercises good judgment when dealing with the public and animal-related concerns.
- Ability to lift and carry 50 pounds.

#### Working Conditions:

- Office and animal shelter environment.
- Potential exposure to high noise levels and zoonotic diseases.
- Occasional lifting of up to 50 pounds.
- Frequent use of computer.