



Shelter Veterinary Technician/Assistant

Job Description

Title	Shelter Veterinary Technician/Assistant
Department(s)	Medical
Reports to	Medical Team Lead

Job summary

Position is responsible for assisting our veterinarians in shelter medicine duties including performing physical examinations, heartworm and FIV/FelV tests, preparing vaccines, restraint and administering heartworm prevention, flea prevention and deworming, receiving intake appointments and educating the public in a manner that is conducive to accomplishing the organization's goals through professional and respectful conversations with patrons. Good client and peer communications skills, ability to work within a team to accomplish daily tasks and punctuality are a must.

Summary of essential job functions

- Ensuring that animals arriving at the shelter receive a thorough initial physical exam and that vaccination and other medical protocols are followed consistently.
- Monitoring the health of the animals during medical rounds each day, and alerting the veterinarian or supervisor of any urgent care needs.
- Medicating animals daily, obtaining samples & running diagnostics, wound care, performing venipuncture and lab tests, rehabilitation, critical care, surgical assistance, taking radiographs, administering vaccines, inserting microchips, restraining animals, etc.
- Performing euthanasia as needed
- Creating and maintaining detailed computer records for each animal that is handled. Reviewing medical records and following protocols to see what animals need related to their care and that they continue to move through the adoption system.
- Prepping & recovering animals from surgery, restocking, cleaning, & maintaining the surgery area as assigned
- Treating all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance
- Communicate and interact professionally and collaboratively with management, medical, behavior, animal care, customer service and volunteer staff.
- Communicate professionally with patrons at the intake door, this includes those surrendering, those seeking information or resources, those who have lost or found a pet, those dropping off donations, etc.
- Demonstrate low-stress animal handling skills.
- Communicate and follow safety and hazard procedures.

Minimum requirements

- Graduate of Veterinary Technology or Assistant program or possess vet tech experience
- Ability to multi-task under pressure and work efficiently and effectively under time constraints.
- Ability to identify problems or patient conditions (medical and behavioral) that need to be brought to the attention of DVM or behavior staff.
- Strong knowledge of diseases and illnesses common to dogs and cats.
- Strong technical skills pertaining to venipuncture & lab procedures, physical exam, etc.
- Good animal handling skills and knowledge of low-stress handling and animal behavior is a must. Experience restraining dogs and cats of various sizes and backgrounds preferred
- Comfortable with web-based programs, proficiency in Microsoft Windows programs and electronic communication, knowledge of Petpoint is a plus.

- Great interpersonal, communication, and time management skills are essential.
- Ability and initiative, working with minimal supervision and direction.
- Abilities to read, write and understand English are required. Spanish is a plus.
- Ability to learn and follow protocols consistently, adapt to a constantly changing environment, and problem-solve. Must have a strong attention to detail
- Commitment to treating people and animals with respect, contributing to an effective team, and fostering public relations that benefit the shelter and its programs.
- Possess a valid Indiana Driver's License

Abilities required

- Must be able to lift 50 pounds
- Must be able to walk, stand and lift for extended periods of time.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

HR use only	
Job code	
Generic title	
Pay grade	
Management? (Yes/No)	
E/NE status	
Last revised	