



**JOB TITLE: Certified Vet Technician/Medical Staff**

**Status:** XXX hours a week with some evening and weekend hours

**Hourly Wage:** XXX per hour (depending upon experience) with 90 day probation

**Reports to:** Shelter Director

**Benefits:** PTO, Sick Leave, Companion Life (similar to AFLAC)

**ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:**

- Administer prescribed medication/treatments under guidance of Veterinarian Notify Director when medical supplies are low and assist with restocking.
- Work with adoption staff to ensure animals which are "on hold" are updated and ready to go when it is time to become available.
- Assure all treatments are up to date and entered, and any medications to be sent home are prepared in advance.
- Respond to customer problems and concerns regarding adopted animals as necessary Promote and provide client service Provide adoption counseling support and front desk assistance as needed.
- Attend meetings and trainings as assigned by the Shelter Director.
- Assist with other duties related to the adoption program such as introductions, training, and grooming as assigned by the Shelter Director.
- Assist shelter assistants occasionally with routine cleaning.
- Assist with recruitment, training and support of staff and volunteers while offering positive helpful direction.
- Call clinics to set up spay and Neuters/Appts in general.

- Notify Director when medical supplies are low and assist with restocking, maintain medical supply inventory list (Midwest vet supply) as well as microchips through Petlink. You must have Director approval before placing orders.
- Provide routine medical care of adoption animals including but not limited to vaccination, deworming, testing and administering medication, weight re-checks, nails and ears.
- Conduct daily rounds to observe and evaluate animals for signs of illness.
- Monitor shelter population and overall health and welfare of the animals housed in the shelter adoption program.
- Assist with intake of animals including temperament evaluation and related paperwork.
- Clarify any questionable information provided by owners or transfer organizations regarding animals.
- Perform physical exams of incoming animals and treat them accordingly.
- Assist in the implementation of behavior modification and enrichment items for the shelter animals.
- Facilitate timely fecal exams and provide appropriate treatment.
- Maintain accurate records.
- Follow all written and stated policies and procedures regarding documentation.
- Advise Shelter Director on animals requiring medical examinations or treatments.
- Assist with examinations or treatment as needed.

#### **ANIMAL HANDLING**

- Must learn characteristics of animal behavior (for example: be able to identify aggressive or fearful behavior).
- Must possess excellent reflexes.
- Should identify your own limitations and be willing to ask for help.
- Must be proficient at animal restraint for various procedures, including the appropriate use of safety equipment for fractious or feral animals.

**PHYSICAL REQUIREMENTS:**

- Work standing or sitting for 8 or more hours.
- Lift and carry up to 50 pounds repeatedly throughout the day with help.
- Bend and kneel repeatedly.
- See fine detail in a variety of situations.
- Have a reasonable degree of agility to move through tightly cramped areas in various situations.
- Work in potentially extreme environmental temperatures.
- Possess excellent hand-eye coordination.

**EMOTIONAL AND MENTAL REQUIREMENTS:**

- Work under stressful conditions, and work efficiently and effectively under those conditions.
- Respond quickly to a variety of medical situations.
- Cope with animal death either due to surgical complication or euthanasia.
- Ability to rapidly and accurately process information.
- Ability to recognize need for assistance and ask for help Ability to control instinct (for example: while restraining it is often required to tighten grip and NOT release an animal that begins to struggle).
- Ability to make decisions.
- Ability to cope with frustrating situations while remaining calm.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without accommodations. Individuals may need to sit or stand as needed. Duties may require walking primarily on a level surface for periodic periods throughout the day; reaching above shoulder heights, below the waist or lifting as required to file documents or store materials; and, provide care and supervision of domestic animals up to 150 pounds throughout the workday. Proper lifting techniques required.

*This job description is not intended to be an exhaustive list of all duties, responsibilities, skills, efforts or working conditions or qualifications associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or require that other or different tasks be performed as circumstances change.*

The Humane Society of Douglas County, Inc. is an equal opportunity organization and will not allow discrimination based upon age, ethnicity, ancestry, gender, national origin, disability, race, size, religion, sexual orientation, socioeconomic background, or any other status prohibited by applicable law.