



**Position Title:** Veterinarian Technician

**Benefits:** Negotiable

**Starting Salary Range:** Based on experience

**Status:** Non- Exempt

**Working Location:** LHS Shelter • 705 W. Beecher St. Adrian, MI 49221

**Employment Status:** Hourly

**Workdays:** Flexible – Sunday thru Saturday

**Supervisor:** Executive Director

### **Purpose Of Position**

The Veterinary Technician will serve full-time with the primary responsibility to provide exceptional, humane medical care and treatment to all animals in our care regardless of diagnosis, prognosis, reason for intake or length of stay. The Veterinary Technician will be solely responsible for the continued care and upkeep of medical records of all shelter residents. The Veterinary Technician will assist with surgical preparation and procedures in the on-site Hope Clinic performed on shelter, public and community animals. The Veterinary Technician reports to the Executive Director and works in conjunction with the Veterinarian, Clinic staff and Shelter staff.

### **Responsibilities**

**Job Responsibilities include but are not limited to:**

#### **Public and Shelter Population Care (50%)**

1. Provide compassionate and quality patient care at all times utilizing Fear Free/Low Stress handling.
2. Responsible for ensuring all animals are medically prepared for spay/neuter surgery.
3. Assists in all practices and procedures of surgical support.
4. Assists or performs laboratory tests, vaccinations, and treatments of animals as indicated by the follow up schedule, surgery schedule, or Veterinarian.
5. Assists in or performs all medication administration, surgical preparation, anesthesia induction and maintenance, patient monitoring, surgery-associated record keeping, and patient discharge.
6. Maintain inventories of medicine and medical supplies for clinic operations within parameters of projected budget values.
7. Ensure intake exams are provided on intake for shelter residents.
8. Administer injections, animal vaccinations, medications, treatments, and supportive care measures as directed by departmental Standard Operating Procedures and attending Veterinarian.
9. Monitor all Isolation animals for health concerns.
10. Determine when animals require veterinary care and ensure the animals receive necessary care in a timely fashion.
11. Be familiar with infectious diseases, including their prevention and steps to reduce or eliminate transmission.
12. Implement long-term strategies to increase efficiency, improve animal care, and provide medical rehabilitation.
13. In the event an animal is physically suffering or is deemed a threat to society, the incumbent will be required to perform, witness, or participate in the humane euthanasia process.

### **Team, Administrative, Training (30%)**

1. Assist prospective adopters and fosters with general animal health questions.
2. Attend and assist with fundraising events and activities as needed on- and off-site.
3. Exhibit a positive working attitude by demonstrating respect for fellow workers, donors and customers.
4. Maintain phone and e-mail correspondence with the public, answering animal-related questions, especially those pertaining to procedures performed at the Hope Clinic while treating every customer with dignity and respect.
5. Responsible for navigation and use of the PetPoint Data Management System and Clinic HQ software.
6. Accurately communicate information about an animal's condition to the direct care team.
7. Follow, support and model all departmental Standard Operating Procedures.
8. Attend all weekly staff meetings.

### **Housekeeping and Maintenance (10%)**

1. Cleans and maintains instruments, wraps and sterilizes surgical packs when clinic assistant or volunteer is unavailable.
2. Cleans and maintains surgical suite and associated equipment.
3. Ability to withstand excessive barking at times. May come in contact with strong odors, including chemicals used for disinfecting.
4. Position may create emotional fatigue due to the number of abused and neglected animals entering and leaving the shelter.
5. All other duties as assigned.

### **Requirements**

- Licensed Veterinary Technician in the state of Michigan.
- Possess a valid Driver's License
- Certification to perform euthanasia or ability to become certified.
- Ability to lift up to 50 pounds, 120 pounds with assistance, stand, squat, bend and climb on a daily basis.
- Must be flexible and able to change assignment when circumstances require.
- Must possess tact and patience necessary to work with the public.
- Ability to attend trainings and educational seminars (whether local or out of town).
- Ability to express and implement rules in regards to clinic patient medical needs.
- Ability to successfully restrain animals, complete clinical laboratory tests and procedures, calculate, dispense, and administer medications and necessary vaccines, monitor animals under anesthesia, and assist in surgery.

### **Work Conditions**

- Ability to withstand excessive barking at times. May encounter strong odors, including chemicals used for disinfecting.
- Position may create emotional fatigue due to the number of abused and neglected animals entering and leaving the shelter.
- In the event an animal is physically suffering or is deemed a threat to society, the incumbent will be required to perform, witness, or participate in the humane euthanasia process.