



Job Description

Job Title:

Veterinary Technician

Vision:

The Rifle Animal Shelter staff thrives on giving all animals the best possible care our resources permit, all patrons top-notch customer service and approaching every animal and person with compassion and understanding.

Job Summary:

The Veterinary Technician will be responsible for medical and daily care of shelter animals. They will assist the veterinary as needed both in surgery and with shelter medicine responsibilities, as well as ensuring that the clinic facility and equipment is clean and in good working order. Additionally, they will monitor the health of animals in the shelter, provide care and treatment to sick and injured animals, and prepare animals for veterinary care and spay/neuter surgery.

Working Environment:

Work is performed in an animal shelter with possible exposure to infectious organisms or zoonotic diseases (diseases of animals transmissible to humans), and cleaning chemicals. Daily exposure to high noise levels.

Qualifications:

- Veterinary Technician Certification or 1-2 year previous work experience in a veterinary clinic and/or animal shelter clinic required. Previous surgical assistant experience required.
- High school diploma or equivalent
- Verbal communication skills
- Customer service skills
- No allergies to animals
- Able to work with disinfectants and cleaning supplies
- Valid Driver's License or ID

Physical Requirements:

Able to perform physical work: scrubbing, mopping, bending, lifting, controlling large dogs on a leash and walking and standing for up to 8 hours a day. Also, the ability to lift and carry 50 pounds with assistance.

Knowledge and Skills:

- Strong interpersonal skills. The ideal person for this job would be a team player, personable, professional, upbeat, and energetic, takes initiative, uses tact and diplomacy.
- Work requires continual attention to detail. Must be able to work in a fast-paced environment with demonstrated ability to prioritize duties and juggle multiple competing tasks and demands.
- Work with minimal supervision and direction
- Knowledge of animal breeds, behaviors and handling
- Sincere interest in the mission of Rifle Animal Shelter

Primary Responsibilities:

- Monitoring the health of the animals on an ongoing basis and rapidly identifying any health problems or conditions and immediately reporting it to the veterinarian or shelter director or manager
- Providing treatment and care for animals including vaccinations, microchips, examinations, performance of medical treatments (i.e. bandaging, medicating, nail clipping, ear cleaning etc.) and documenting appropriately.
- Assisting with maintaining the controlled drug log
- Maintaining patient records by accurately recording treatments and test results on patient charts and other medical records.
- Assist the veterinarian with patient exams by providing proper animal restraint, obtaining a medical history from the client and filling medications.
- Assisting with pre-medication, administration and preparing animals for surgery.
- Monitoring patients during surgery and post surgery.
- Assisting the veterinarian in animal handling and general treatment.
- General care of hospitalized animals and clinic environment
- Knowledge of general Labwork
- Wrapping and autoclaving surgical packs correctly
- Preparing surgery packs and cleaning surgical equipment
- Clinic cleaning and disinfecting of surgical trailer. Making sure they are maintained in a neat and organized manner.
- Assist with maintenance of the surgery trailer equipment to assure cleanliness and safety.
- Maintaining and inventory of medications, ordering drugs and treatment supplies.

- Admitting and releasing animals in a responsive, courteous and tactful manner and to inform the volunteers, staff and the public of and pertinent medical information on the animal's care.
- Communicating with customers and other shelter staff concerning the health of (shelter and public) animal. Answer general questions about RAS procedures and veterinary care.
- Provide accurate information and friendly professional service to the public by handling the drop offs and check outs for community surgery.
- Performs health checks on shelter animals. starts medical treatment, if needed, directed by the veterinarian, director and/or previously established protocols.
- As needed, gives shelter animals medication and does animal daily health logs.

Other Duties:

- Performs daily cleaning of kennels, cages and public areas while following the disease control protocol to ensure a safe and healthy environment
- Spot cleans kennels and public areas throughout the day
- Assures all animals are cared for regarding food, water, daily exercise and appropriate living conditions.
- Carries out implemented behavior and kennel enrichment or training programs
- Assist with keeping Petfinder updated- making videos, taking pictures and uploading them to the website
- Answers phones as needed, provides information to the public and assists customers
- Assist with adoptions, completes all necessary paperwork
- Enter/Exit animal in Shelter Buddy
- Make records for animal entering
- Provides overall basic customer relations/customer service, answer questions
- Educates client on responsible pet ownership and animal care
- Processes necessary paperwork
- Actively promotes Rifle Animal Shelters programs and events
- Solicits donations from clients, assists with accepting in-kind donations
- Keeps service desk stocked and orderly
- Represents Rifle Animal Shelter in a professional and courteous manner at all times.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Employee Signature: _____ Date: _____

Manager
Signature: _____ Date: _____

