



## **Veterinary Technician**

**Position Title:** Veterinary Technician

**Reports To:** Shelter Manager

**Hours:** Full time, non-exempt

**Pay:** \$15-17.10/hour

### **JOB SUMMARY:**

Under the supervision of the Shelter Veterinarian, the Veterinary Technician provides exceptional medical and surgical care for the animals of Roice-Hurst Humane Society ("RHHS") and public-owned animals using practices that meet or exceed industry standards.

### **WORKING RELATIONSHIPS:**

The Veterinary Technician reports to the Shelter Manager and is expected to closely collaborate with the Shelter Veterinarian and Veterinary Assistant as well as shelter staff and volunteers to provide exceptional care to shelter animals and community or owned pets as a part of RHHS programs and services.

### **ESSENTIAL JOB RESPONSIBILITIES – ANIMAL CARE:**

- Perform medical health exams including vaccinations, diagnostic testing (e.g. blood and fecal and urine testing) and microchipping.
- Perform cursory behavioral evaluations, and document and communicate behavior observations to animal care team staff.
- Perform timely data entry for medical, behavioral, intake, treatment, and other procedures.
- Provide excellent patient care in all perioperative phases for animals including high-volume, high-quality spay/neuter procedures, as well as other surgical procedures as determined by the Shelter Veterinarian.
- Use Fear Free techniques for animal handling.
- Administer injections such as anesthetics, pain medications, vaccinations, and other medications.
- Provide treatments and supportive care as directed by Standard Operating Procedures ("SOPs") and Shelter Veterinarian.
- Intubate animals, place intravenous catheters, perform venipuncture, and administer fluids as needed and/or requested.
- Ensure all medical and surgical equipment is functional, including scheduling or performing routine maintenance.
- Accurately maintain all necessary controlled substance drug logs and patient records in accordance with local, state, and federal regulations.
- Be responsible for the examination and treatment of sick and injured animals that are in the care of RHHS, under the supervision of the Shelter Veterinarian. This may include services via telehealth.
- Manage shelter isolation areas to ensure all personnel observe relevant protocols and all supplies required in the restricted area are stocked.

- Clean, sanitize, and maintain organized veterinary areas and equipment, including shelter spaces and mobile clinic.
- Bathe animals and perform limited grooming tasks, such as nail trims, ear cleaning, and hair mat removal.
- Assist on a limited, as-needed basis with cleaning duties in cat and kennel areas.
- Maintain the inventory of veterinary supplies for intake exams, medical treatments, diagnostic, and surgical procedures.
- Assist the Veterinary Assistant with any necessary tasks for medical and surgical procedures and preparation.
- Assist the Shelter Veterinarian and Shelter Manager in the development and updating of SOPs for medical and surgical procedures and shelter operations.
- Enter and maintain accurate medical and shelter records, including reminders for any necessary follow-up care.
- Provide formal training for staff, volunteers, Veterinary Assistant, and students for appropriate procedures, including but not limited to examinations, intake procedures, animal restraint, medical treatments, surgical prep and recovery tasks, cleaning and organization.
- Additional tasks as instructed by Shelter Manager, Shelter Veterinarian, or Chief Executive Officer to the ends of ensuring proper care and sheltering of RHHS animals.

#### **ESSENTIAL RESPONSIBILITIES-CUSTOMER CARE:**

- Embody the values, mission, and vision of RHHS.
- Serve as a conscientious team member by providing excellent service to customers and the public and representing RHHS in a professional manner at all times.
- Educate adopters, customers, and the general public about pet ownership and animal care, including any pets with medical conditions.
- Answer the veterinary medical team voicemails and emails at least once per day.
- Represent RHHS as a member of the fundraising team, making fundraising asks as directed.

#### **QUALIFICATIONS:**

- Must have current Colorado State Veterinary Technician License or equivalent training and experience.
- Must have a valid Colorado driver's license and good driving history.
- Must have strong interest in animal welfare and shelter medicine.
- Must perform excellent animal handling skills.
- Must exhibit excellent customer service skills.
- Must work standing for 8+ hours.
- Must be available to work flexible hours including evenings, weekends, and holidays.
- Must safely drive and operate 33-foot mobile veterinary unit.

#### **MENTAL, PHYSICAL, AND COMMUNICATION RESPONSIBILITIES:**

- Requires high proficiency with personal computers, word processing programs, spreadsheets, email, and shelter database software used by RHHS. Must operate RHHS telephone system, computers, and printer/copiers.
- Must work safely around sick, injured, potentially dangerous, or deceased animals and chemical compounds (e.g. disinfectants and medications) and acknowledge there is a risk of exposure to zoonotic diseases.

- Must stand, walk, sit, kneel, and crouch frequently and for extended periods. Must lift, carry, pull, and push more than 50 pounds regularly.
- Must work in an environment with elevated noise levels.
- Must be adaptable to frequent changes in scheduling, protocols, and work environments.
- Must be positive, flexible, and handle difficult and sensitive situations with diplomacy and discretion.
- Must be organized, self-motivated, and work autonomously.
- Must follow safety guidelines to ensure a safe work environment.
- Must comply with RHHS personnel policies and SOPs Manual.
- Must work scheduled hours and take breaks at assigned times.
- Other duties as assigned.

**Employee: I have read my job description and understand it in its entirety. I agree to perform the listed duties and responsibilities to the best of my ability.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor or HR representative: I reviewed this job description with the employee and provided him/her the opportunity to ask questions and clarify any doubts or concerns.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_