



Compassion. Commitment. Community.

**Position Title: Veterinary Technician**  
**Reports to: Medical Director/Veterinary Practice Manager**  
**Status: Full Time - 40 hours**

**Job Duties – To include but not limited to:**

Work with the Medical Director/Veterinarian along with a very dedicated group of assistants and volunteers. Be a team player with best practices medicine and help make a difference for the pets in our community.

- Prepare for intake (Set up BAG, syringes, thermometer, stethoscope)
- Intake dogs, ask appropriate questions concerning health, take to back take TPR, assist Dr. examining. Cage card and head tag on cage.
- In-Patient Medical Care- give medications, assist or perform treatments, diagnostics & monitoring, place IV catheters, draw blood, run lab tests, administer IV fluids
- Anesthesia induction, maintenance, monitoring, & recovery of patients, clean / maintain anesthesia equipment.
- Surgery- Surgical prep, doctor assistance, clean, sterilize, and maintain all surgical instruments and OR equipment
- Laboratory duties- collecting, preparing, & running or submitting samples for requested tests; reading and recording results when indicated (fecals, Urines, Ear cytology etc) when requested by doctor.
- Surgery Forms- are to be filled out completely. All services given to the patient should be highlighted, in order to be properly charged.
- Client communication- give patient updates, discharge instructions, and follow up for certain hospital patients.
- Clinic technician- assisting doctor with outpatient appointments, preparing, restocking, cleaning exam room, check patients in and out, take history and vitals, input date into patient medical record, ensure a smooth and timely flow of outpatient appointments from the check-in to the discharge
- Participating in monthly vaccination clinics
- Assist in training and mentoring volunteer members
- Preparing prescriptions, dispensed medications & medication refills
- Physically be able to lift 50 lbs.
- Responsible for cleaning and preparing your area for next day clinic.
- Perform other duties as assigned.

This job is full time 40 hours, 5 days per week between Monday to Sunday based on an 8 hour day scheduled between 8:00 to 5:00 with a one hour lunch or 9:00 to 6:00 with a one hour lunch.

**Client Education**

- Must be able to learn basic veterinary medical concepts including but not limited to vaccine protocols and anesthetic risks

- Must be able to communicate basic veterinary concepts to owners and be able to repeat information relayed by a veterinarian.
- Will be asked to take medical histories for surgical rechecks
- Will be asked to communicate with the public on a daily basis in a professional manner

### **Animal Handling**

- Will be asked to handle ( on average) 40 dogs and cats per day
- Must be able to learn characteristics of animal behavior (for example: be able to identify aggressive or fearful behavior)
- Must be able to use appropriate safety equipment for fractious or feral animals (will train) – the use of safety equipment is mandatory
- Must possess excellent reflexes
- Should be able to identify own limitations and be willing to ask for help
- Must become proficient at animal restraint for various procedures

### **Physical Requirements**

- Must be able to work standing or sitting for 8 or more hours
- Must be able to lift and carry up to 50 lbs repeatedly throughout the day with help
- Must be able to bend and kneel repeatedly
- Must be able to see fine detail in a variety of situations
- Must have good hearing including ability to distinguish changes in pitch
- Must have reasonable degree of agility to move through tightly cramped areas in various situations
- Must have acceptable sense of touch and smell
- Must have good range of motion in joints especially wrist, knees, elbows
- Must have good range of motion in your back for instance twisting
- Must have acceptable sense of balance
- Must be able to work and reach on hands and knees
- Must be able to use a ladder and or step stool
- Must possess excellent hand-eye coordination
- May be asked to move large oxygen tanks
- Must possess an acceptable degree of dexterity in hands and fingers
- Must have good vision including peripheral vision, fine detail, distance, depth perception and ability to focus

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Employee Signature

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Date

This job description does not imply an employment contract, nor is it intended to include every duty, task or instruction for which the employee is responsible. Other tasks may be assigned, based on business and other department needs by a manager or director's request.