



<b>Job Title:</b>	<b>Vet Tech</b>
<b>Department:</b>	<b>Clinic</b>
<b>Job Classification:</b>	<b>Full-Time, Hourly, Non-Exempt Position. Variable shifts as needed, weekends and on-call</b>
<b>Salary:</b>	<b>Hourly \$17.00 to \$20.00</b>
<b>Job Relationships:</b>	<b>Reports to the Clinic Manager. Works with a team daily that includes Directors, Managers, Adoption Counselors/Animal Care Technicians, the Transport Coordinator and volunteers</b>
<b>General Purpose:</b>	<b>Provides medical support by means of technical work, record keeping and communication tasks.</b>

**POSITION SUMMARY:**

The veterinary technician works directly with the Midcoast Humane Veterinarian to provide medical support by means of technical work, record keeping and communication tasks. The veterinary technician has a very significant role in communicating with and educating pet owners and support staff.

**PRIMARY RESPONSIBILITIES**

- Perform, track and log all medical care
- Assist veterinarian with diagnostic and surgical procedures
- Maintain animal records
- Work with intake coordinators to verify age and health status at intake
- Communicate animal needs to staff and public effectively
- Respond to medical concerns brought forth by animal care workers in a timely manner
- Schedule, discuss and examine any sick or injured animals with veterinarian
- Organize public and MH surgical schedule – pre-surgical record preparation and post-surgical releases and record entries.
- Work with veterinarian and management to grow and support all MH programs
- All other duties as assigned.

**ORGANIZATIONAL SKILLS AND AFFINITIES**

- Empathy for people and pets
- Clear verbal and written communication skills
- Exceptional ability to keep track of information in a fast-paced setting
- Positive, progressive mindset

## **NECESSARY SKILLS**

### **Technical Skills:**

- Administer initial intake examination
- Administer subcutaneous injections & microchips
- Administer oral and topical medications and treatments

### **Client Care Skills:**

- Professional and courteous presence when working with stakeholders in person or on the phone
- Ability to present MH in a consistent manner in accordance to our brand and image

### **Animal Care Skills:**

- Abide by protocols of safe animal handling, disease control and prevention
- Meticulously clean and sanitize assigned areas efficiently and effectively, including but not limited to cages and kennels, floors, walls, litter pans, transport crates, common areas, laundry and food prep area
- Meet the Fear Free standards of animal handling and interacting with pets on leash and in their housing

### **Administrative Skills:**

To perform this job successfully an individual should have knowledge of shelter database software or ability to become proficient within the first month from hire date. Basic knowledge of Microsoft Office and computer keyboarding skills (typing and data entry) are required.

- Accurately and quickly complete animal intakes in the database
- Accurately and quickly enter medical records into the database
- Accurately and quickly enter medications into the database and administer medications per the prescriptions from the veterinarian
- Exceptional verbal and written communication skills
- Multi-task and prioritize in line with organizational priorities, deal with a certain level of expected challenges and be able to meet deadlines

## **MINIMUM QUALIFICATIONS**

- Certified Veterinary Technician preferred but experienced Veterinary Technicians without certification will be considered
- 2-3 years experience working in a veterinary practice
- Shelter experience preferred
- Must be a quick-thinker and make decisions independently
- Demonstrated ability for hard, physical work in an emotional and stressful environment,
- Ability to lift 50 pounds unassisted,
- Lift, scoop, bend and twist and walk as part of essential job functions,
- Spend long stretches of time standing

## **WORKING CONDITIONS**

Most work is performed in normal animal shelter setting; potential for exposure to zoonotic diseases; frequent exposure to odors or airborne particles including animal fur, dander and toxic chemicals; potential for exposure to dangerous and fractious animals; exposure to high noise levels when in kennel area; potential for animal bites and scratches while handling animals.

## **BENEFITS**

145 hours of paid time off; 6 paid holidays; Medical, Dental, & Vision Insurance; reduced cost veterinary care for up to two pets; access to reduced cost pet supplies