

**Humane Society of Weld County
Veterinary Technician
Job Description**

Job Title: Veterinary Technician
Reports To: Shelter Veterinarian
FLSA Status: Non Exempt, Full Time

JOB SUMMARY:

This is someone trained in the care of animals who performs clinical work under the supervision of a veterinarian in a shelter environment. Responsibilities include, but are not limited to, assisting in the treatment of animals in the shelter, assisting in surgery, assisting with vaccination clinics, and they may also aid in the movement of animals through the shelter. This position reports to the Shelter Veterinarian or in their absence to the Director of Operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs basic physical examinations and diagnostic tests under the direction of the Shelter Veterinarian, administers vaccines, de-wormer, and other treatments as prescribed.
- Documents medical records of all shelter and foster care animals in Pet Point or on paper as appropriate.
- Prepares animals for surgery, monitors animals under anesthesia, and monitors them afterwards during recovery.
- Performs dentals as directed by the Shelter Veterinarian.
- Provides supportive care and treatment for sick and injured animals, as well as recovering animals from surgery.
- Provides specialized nursing care to sick or injured animals as directed by the Shelter Veterinarian and assists in emergency treatment where indicated.
- Euthanizes animals, once trained, under the direction of the Shelter Veterinarian and Director of Operations.
- Maintains clean and sanitary conditions throughout the clinic area of the shelter on a daily basis.
- Cleans and sterilizes surgical and other laboratory equipment.
- Maintains inventory of all medical supplies including controlled substances as required by law.
- Maintains files, records and statistics as regulated by PACFA and legal medical records.
- Builds and maintains positive professional relationships with all shelter staff, DVM partners, volunteers and patrons.
- Other duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

- Associates degree in veterinary technology from an institution accredited by the American Veterinary Medical Association.
- Familiarity with shelter medicine and high volume spay/neuter desirable.

Knowledge, Skills and Abilities:

- Computer literate in Window environment.
- Excellent interpersonal skills and ability to work in a team environment.
- Ability to communicate effectively orally and in writing.
- Ability to work a flexible schedule with weekends included.
- Ability to handle companion animals and fractious animals.
- Safety procedures must be adhered to at all times.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works in a high noise level area. There is also exposure to cleaning chemicals, fumes, dust, animal feces, bites or scratches. Physical requirements include constant bending, stooping, standing and reaching with hands and arms, as well as frequent lifting of up to 75 lbs. with reasonable accommodations.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time with or without notice.