

Veterinary Technician (Animal Shelter)

Job Title:	Veterinary Technician (Registered/Provisional)
Department:	Veterinary Services - 09
Job Classification:	Full-Time or Part-Time, Hourly, Non-Exempt.
Job Relationships:	Reports to Veterinary Services Manager directly and Chief Veterinarian indirectly.
General Purpose:	Provides veterinary and administrative support for the Organization's Veterinary Services Department

Our Veterinary Technicians (Credentialed/Registered/Provisional) provide clinical and administrative support for the Veterinary Services Department. Schedules are generally full-time (40 hours per week) or part-time (20-24 hours per week), 5 days a week for full time, including weekend shifts, and are subject to change according to business need. Shift hours generally range from 7am to 7pm. Emergency hours may be implemented during emergency situations. Overtime will be required as needed. Holidays, evenings and weekend work required as needed. Flexibility is preferred.

NOTE: Certification/Registration with the State of Colorado is a requirement for this job. The Organization will reimburse provisional employees for the cost of 1 VTNE and 1 Colorado license registration, with ongoing support for renewals.

Essential Duties and Responsibilities:

- Assists with the surgical program including induction and intubation of surgery patients, monitoring of patients from induction through recovery, preparation of supplies and instruments, restraint of animals, and cleaning of the surgery suite
- Maintains accurate computer and paper records for medications and treatments; enters data into animal shelter software database regarding animal care, medication, surgeries, and follow up; runs reports as necessary
- Performs dental prophylaxis and radiographs, assists veterinarians in dentistry as needed
- Performs physical exams on animals as part of the animal intake process
- Performs basic animal medical assessment and triage as directed
- Administers treatment/medications to shelter animals and completes minor procedures such as suture removal
- Prepares, implements and interprets basic diagnostic tests, such as fecal flotation, urinalysis, point-of-care tests and cytology. Submits tests to laboratory as needed
- Performs euthanasia as assigned
- Assists with care of animals including by cleaning cages, feeding, and other tasks as necessary
- Assists with supervising and basic training of associated volunteers and students
- Perform duties such as laundry, cleaning instruments, and other tasks
- May work alone, without other Veterinary Services staff, during assigned weekend shifts
- Drives on behalf of the Organization on occasion
- Maintains solid attendance and punctuality
- Adherent to the Standards of Professional Conduct

Other:

- Participates in meetings and on committees as assigned
- Other duties as assigned

Job Qualifications:

Education/Experience: Graduate of an accredited Veterinary Technician program or a Provisional/Registered Veterinary Technician. Requires a minimum of one year of animal handling experience in a shelter, clinic, boarding facility, or similar environment. Previous technician experience is highly desirable. Must be proficient with intubation, IV catheter placement and IV injection techniques. Direct animal care and handling experience is required: restraining animals, cleaning cages, administering medication, etc. Must be experienced with, and comfortable, monitoring and responding quickly to anesthesia changes, assisting surgeon as necessary. Experience maintaining computerized medical records; Chameleon software, or other animal shelter software, experience preferred. Experience with dentals and dental radiology a plus. Must be at least 21 years of age (required for insurance purposes). Proven bilingual English/Spanish reading, writing, understanding and speaking a plus and includes a wage premium.

Knowledge, Skills and Abilities: Strong verbal and written communication skills required. Detail-oriented and able to exercise good judgment when dealing with animal-related concerns. Knowledge of basic animal health care; knowledge of animal breeds and colors. Proven emotional intelligence, integrity and work ethic skills required. Able to work both independently and in a team setting. Able to remain calm and level-headed in a sometimes stressful and emotional work environment. Able to use sound judgment when dealing with confidential information. Able to multi-task and prioritize job duties in a busy and constantly changing work environment. Able to work overtime as needed and during emergency situations.

Other: Valid Colorado Driver's License and insurable driving record; have and maintain personal driving insurance meeting Colorado standards. Willing to be rabies vaccinated and have intermittent titer testing.

Working Conditions:

Work Environment: Most work is performed in the clinic or shelter setting; office space is a shared space; potential for exposure to zoonotic diseases and cleaning chemicals; potential for exposure to dangerous and fractious animals; potential exposure to high noise levels when in kennel area; potential exposure to hazardous chemicals, anesthetic gases, ionizing radiation (x-rays), and sharp objects; potential for animal bites and scratches while handling animals; potential exposure to hay and dust; potential exposure to deceased animals; potential for exposure to various weather conditions when working outside in kennels and pens.

Physical Activities: Handling animals of varying types and temperaments. Lifting of up to 50 pounds without assistance and more with assistance; potential for standing on feet for 8 hours or more a day; driving a vehicle; cleaning cages (scrubbing); kneeling; bending; squatting; data entry using a computer; walking dogs on a leash; performing physical examinations on animals; animal restraint; handling syringes and needles. Audibly listening and verbally communicating.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates.

We are an Equal Opportunity Employer. Benefits for full-time employees include options for medical and life, dental, vision and supplemental accident insurance; STD/LTD insurance; a matching 403b plan; paid time off (PTO) accrual; 8 paid holidays and more. Benefits for part-time employees include paid time off (PTO); a matching 403b plan and more.