## **Job description**

**Job Title:** Veterinary Technician

**Department:** Medical Team

**Reports To:** Practice Manager

**Status:** Full-time/Non-Exempt

**Prepared By:** Practice Manager

**SUMMARY**

Veterinary Technicians are responsible for providing support to medical staff and the shelter veterinarian and administering care as appropriate to animals in the Animal Allies Humane Society (AAHS) Adoption Program. Veterinary Technicians are ambassadors of AAHS at all times and shall present themselves in a positive manner during work hours. This individual should have a strong commitment to the mission and vision of Animal Allies Humane Society and be able to work cross-functionally with team members, volunteers and members of the public to create a positive workplace culture.

**PURPOSE**

The Animal Allies Humane Society's mission is to ensure that every pet has a loving home. Care protocols are not driven by clients but by compassion. We focus on Humane Education, Diversion, and Adoption-driven Capacity to serve Duluth and the surrounding communities. Our Veterinary Technicians work closely with our Shelter Veterinarian to deliver the best in-shelter care and outcomes for pets and people. Animal Allies is recognized as one of the top Adoption Centers for canines and felines in the state and nationally.

**EDUCATION:** Veterinary Technician Certification required.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following; other duties may be assigned:

● Provide routine medical care of Adoption Animals including but not limited to vaccination, deworming, testing and administering medication.

● Conduct daily rounds when Lead Veterinary Assistant is absent under the guidance of the Shelter Veterinarian to observe and evaluate animals for signs of illness.

● Monitor shelter population and overall health and welfare of the animals housed in the AAHS adoption program.

● Assist with intake of animals including temperament evaluation and related paperwork. Clarify any questionable information provided by owner or transfer organization. Perform physical exams of incoming animals and treat according to shelter policy. Ensure clinics and rescues are called in a timely fashion to obtain previous records on incoming animals.

● Assist in the implementation of various behavior modification protocols as laid out by the Shelter Veterinarian and Practice Manager. Reassess progress on regular basis and assist in making recommendations on placement within the adoption program, transfer to rescue, or euthanasia.

● Assist with placing appropriate animals into foster care – including puppies and kittens less than 8 weeks of age, animals with medical needs and animals requiring home setting for behavior evaluation and modification. Schedules recheck appointments with foster homes. Perform basic laboratory tests and procedures.  
Draw blood from animals for testing purposes using standard veterinary venipuncture methods.

● In the absence of the Vet Tech Supervisor, coordinate daily movement of animals to adoption areas to make best use of space and provide the least amount of stress to the animals – this includes working with kennel attendants and other medical staff to potentially group house animals as appropriate, as well as making sure each individual animal has the space it requires (i.e. minimizing singling out of cats in adoption condos).

● Facilitate timely fecal exams and provide appropriate treatment.

● Maintain accurate records. Follow all written and stated policies and procedures regarding documentation.

● Advise the Shelter Veterinarian on animals requiring medical examinations or treatments; assist with examinations or treatment as needed.

● Administer prescribed medication/treatments under guidance of Shelter  
Veterinarian.

● Notifies Supervisor when medical supplies are low and assists with restocking.

● Assist Shelter Veterinarian with anesthesia and surgery of AAHS animals.

● Responsible for maintaining surgical equipment – including sterilizing packs and maintenance of anesthesia equipment.

● Maintain medical equipment in good working order – clippers, microscope, autoclave, centrifuge, refractometer, ultrasonic cleaner, etc.

● Work with Adoption staff to ensure animals which are “on hold” are updated and ready to go prior to opening – assure all treatments are up to date and entered, and any medications to be sent home are prepared in advance.

● Respond to customer problems and concerns regarding adopted animals as necessary.

● Provides positive, unbiased, objective assistance to the public.

● Actively supports decisions of management.

● Attend meetings and trainings as assigned by the Shelter Veterinarian.

● Remain trained to current euthanasia standards in accordance with humane standards and performs euthanasia as assigned.

● May need to assist Animal Care Attendants occasionally with routine cleaning.  
Assists with recruitment, training and support of volunteers while offering positive, helpful direction.

**QUALIFICATION REQUIREMENTS**

To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily with or without accommodations. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**Education/Experience:** Certification as a Veterinary Technician.

**Knowledge:** Basic animal handling. Basic animal health, care, and welfare. Animal first aid and CPR. Humane euthanasia. Basic laboratory techniques. Basic animal grooming techniques. Ability to identify signs of animal illnesses, diseases and injuries. Ability to identify animal species, breeds, ages and gender. Demonstrated animal control knowledge.

**Skills:** Basic computing skills (Microsoft Office environment); effective written and verbal communication skills; skilled in public speaking; strong organizational skills.

**Abilities:** Able to work with animals; effective record keeping ability; able to work independently and in a team setting; able to remain calm and level-headed in an often stressful and emotional work environment; able to use sound judgment when dealing with confidential information; able to multitask and prioritize job duties in a busy and constantly changing work environment; able to work with disinfectants and cleaning supplies; able to perform physical work including scrubbing, mopping, lifting, walking, and bending.

**Other:** Capable of working independently, multitasking and prioritizing.

Available to work a flexible schedule that may include nights, weekends and some holidays.

Must be able to handle the physical and emotional aspect of work in an animal shelter environment, including the use of euthanasia.

**WORKING CONDITIONS**

**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 with or without accommodations.

Individuals may need to sit or stand as needed. May require walking primarily on a level surface periodically throughout the day; potential for standing on feet for 8 or more hours a day.  
Reaching above shoulder heights, below the waist or lifting as required to file documents or store materials and provide care and supervision of domestic animals up to 150 lbs. throughout the workday. Occasional lifting of up to 50 pounds utilizing proper lifting techniques. Driving a car. Kneeling. Cleaning cages (scrubbing). Walking dogs on a leash. Performing physical examinations on animals. Animal restraint. Handling syringes and needles.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job with or without accommodations.

Most work performed in animal shelter setting. 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 the kennel area. Potential for animal bites and scratches while handling animals.

The performance of this position may occasionally require exposure to animal shelter areas and interaction with domestic animals of varying temperaments which may require the use of personal protective equipment such as safety glasses with side shields, protective gloves, and hearing protection.

For the most part ambient room temperatures, lighting and traditional equipment as found in a typical Animal Care and Control facility.

*This job description is not intended to be an exhaustive list of all duties, responsibilities, skills, efforts or working conditions or qualifications associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise or require that other or different tasks be performed as circumstances change.*

Job Type: Full-time

Salary: From $21.50 per hour

Expected hours: 32 – 40 per week

Benefits:

* Dental insurance
* Employee assistance program
* Employee discount
* Flexible schedule
* Health insurance
* Life insurance
* Paid time off
* Professional development assistance
* Retirement plan
* Vision insurance

Schedule:

* 4x10
* 8 hour shift
* Holidays
* Weekends as needed

Experience:

* Veterinary experience: 1 year (Required)

License/Certification:

* Veterinary Technician Certification (Required)

Ability to Commute:

* Duluth, MN 55811 (Preferred)

Work Location: In person