



Job Title:	Veterinary Technician Assistant
Incumbent:	Vacant
Department:	Animal Care
Reports to:	Assistant Director, Medical
FLSA Classification:	Non-exempt, Full Time
Supervises:	No
Created / Updated:	July, 2015/May, 2016

POSITION OVERVIEW

Reporting to the Assistant Director, Animal Care or Registered Veterinary Technician (RVT) and will work along with Other Veterinary Technician Assistants. This position is responsible for ensuring the health of animals within the facility. Assesses the health of each animal at the shelter, maintains records on each animal and ensures that each animal receives appropriate care. Will administer vaccinations and parasite prevention and treatment. Assists veterinarian with surgeries on-site.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Ensure the safety and health of animals within the facility.
- Observes and evaluates animals for signs of illness, injuries and parasites.
- Determines when an animal needs immediate veterinary care and will notify either the Assistant Director, Animal Care or Registered Veterinary Technician (RVT). Prepares and administers medications (orally, subcutaneous, intra-muscular, and intravenously) and vaccinations according to instructions and direction from the veterinarian.
- Monitors inventory levels and maintains medical supply and drug inventory of assigned areas.
- Assists veterinarian in any on-site procedures, including surgery. Monitors anesthesia, autoclaves surgical packs, monitors animals during recovery.
- Runs and interprets diagnostic tests.
- Collects and processes fecal samples, performs skin scrapings. Utilizes a microscope to interpret results and communicate the results to the veterinarian.
- Performs basic bandaging and wound care for animals.
- Cares for, cleans, and feeds animals in assigned medical quarantine areas.
- Enters medical information into the computer system (PetPoint).
- Maintains clinical logs and records as directed and assigned by the veterinarian or Assistant Director of Medical Care.
- Maintains a sanitary environment in surgery and clinic areas.
- Maintain a positive and respectful attitude
- Willing to attend meetings pertinent to the position
- Operate within compliance with state, federal, local, AVMA laws and guidelines
- Adhere to the organization's policies and procedures as stated in the employee handbook and Standard Operating Procedures manual.
- **Leadership** – Maintain a positive, upbeat role, promote and exemplify Shelter values and represents departmental objectives and interests to internal and external customers
- **Customer Service** – Follow up on complaints, questions, and concerns; respond to internal/external customer needs in a friendly, timely and efficient manner
- **Teamwork** - Develop and promote teamwork and cooperation among co-workers
- **Safety** – Comply with established safe work practices and attend to all safety-related training provided or made available by the Shelter

- Other duties as assigned

QUALIFICATIONS – To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- High School Graduate or G.E.D.
- At least 2 years of experience in veterinary hospital/medical field work or shelter

Required Technical / Other Skills and Abilities

- Proficient with computer data entry
- Good interpersonal skills
- Able to effectively communicate with staff, volunteers, and a diverse public population
- Must be well-organized and detail-oriented
- Able to enthusiastically work in a fast paced work environment while problem solving and multitasking
- Must be flexible to work additional hours when workload requires
- Knowledge of animal behavior a plus
- A watch with a second hand is required
- A Stethoscope could be required

Required Licenses/Certifications

- Valid California Driver License and Safe Driving Record

PHYSICAL DEMANDS – See attached “*Physical Demands of the Position*”.

CONFIDENTIAL INFORMATION – This position has access to confidential information –

- Customer Information
- Pet information including medical status

ACKNOWLEDGEMENT

I have been given a copy of this position description. I understand that I may be asked to perform job tasks and duties not listed in the description and that my supervisor may change the description at any time, according to Company needs.

<i>Signed - Employee</i>	<i>Date:</i>
<i>Signed – Supervisor</i>	<i>Date:</i>

cc: Incumbent, Supervisor, Personnel File

PHYSICAL DEMANDS OF POSITION

Job Title: Veterinary Technician Assistant

Date: May 18, 2016

How many hours are worked per day? 8

When completing this form, look at the job from a typical/average workday perspective.

i.e., Position requires standing 1/3 of the time.

Percentage Time Designation

PHYSICAL ACTIVITY	Rarely < 1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Stand	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Walk	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sit	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use hands to finger, handle, or feel	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms over shoulder	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reach with hands and arms over head	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climb or balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stoop, kneel, crouch, or crawl	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Talk or hear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Taste or smell	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job require that weight be lifted or force be exerted? If so, how much and how often?

i.e., Position requires lifting 1/3 of the time up to 10 pounds.

Percentage Time Designation

WEIGHT	Rarely < 1%	Occasionally 1-33%	Frequently 34-66%	Continuously 67-100%
Up to 10 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 25 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Up to 50 pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Up to 100 pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
More than 100 pounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Does this job have any special vision requirements? Check all that apply.

- Close Vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)
- Depth perception (three-dimensional vision, ability to judge distances and spatial relationships)
- Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)
- No special vision requirements

List specific job duties that require the physical demands selected above:

Lifting and moving animals. Administering medications and test on animals.

Specific demands not listed:
