



LARIMER HUMANESOCIETY

Veterinary Technician FT/PT (Animal Shelter)

Job Title:	Veterinary Technician
Department:	Veterinary Services (09)
Job Classification:	Full-Time (40 hrs), Part-Time (20 hrs), Hourly, Non-Exempt
Job Relationships:	Reports to Supervising Veterinarian
General Purpose:	Provides veterinary and administrative support for Larimer Humane Society's Veterinary Services Department

Our Veterinary Technicians provide clinical and administrative support for the Veterinary Services Department. Schedules are full time or part time and generally include weekend shifts. Schedules are subject to change according to business need. Shift hours can range from 7am to 8pm. Emergency hours may be implemented during emergency situations. Overtime will be required as needed. Full time preferred.

Full time positions are 40 hours per week and include a weekend shift. Part time positions are generally 20 hours per week. Scheduling needs for part time include 8 hour shifts on Friday and Saturday with a 4 hour shift Thursday, OR 8 hour shifts on Sunday and Monday with a 4 hour shift Tuesday. Schedules are subject to change based on business needs. Flexibility is preferred. Holidays, evenings and weekend work required as needed.

Major 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 Chameleon 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 to assist the veterinarian as needed
- Administers treatment/medications to shelter animals and completes minor procedures such as suture removal
- Prepares 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 in the shelter by cleaning cages, feeding, and other tasks as necessary
- Supervises and assists with basic training of veterinary students, veterinary technician students, and department volunteers
- Performs duties such as laundry, cleaning instruments, and other tasks
- Performs data entry and medical recording as required
- Generally works alone, without other Veterinary Services Department staff, during assigned weekend shifts
- Maintains solid attendance and punctuality

Other:

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

Job Qualifications:

- A minimum of 1 full year of continuous veterinary technician experience in a veterinary clinic and/or animal shelter clinic required, OR a minimum of 1 full year of continuous experience as a Veterinary Assistant at Larimer Humane Society; previous surgical assistant experience is required. Veterinary Technician Certification is highly desired.
- Must be proficient with intubation, IV catheter placement and IV injection techniques
- Direct animal care experience is required: restraining animals, cleaning cages, administering medication, etc.
- Must be experienced with, and comfortable, monitoring and quickly responding to anesthesia and assisting surgeon as necessary
- Experience maintaining computerized medical records; Chameleon software experience preferred
- Experience with dentals and dental radiology a plus
- Strong verbal and written communication skills
- Detail-oriented and able to exercise good judgment when dealing with animal-related concerns
- Knowledge of basic animal handling; 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
- Must be at least 21 years of age (required for insurance purposes); valid Colorado Driver's License and insurable driving record

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; potential for exposure to dangerous and fractious animals; potential exposure to high noise levels when in kennel area; potential for animal bites and scratches while handling animals.

Physical Activities: 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.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. Larimer Humane Society is an equal opportunity employer.

Larimer Humane Society conducts background checks, DMV checks and requires drug testing of all employment candidates. Benefits for full time employees include medical, dental, vision, supplemental accident insurance, matching 403b plan, paid time off accrual, 9 paid holidays and more. Benefits for part time employees include paid time off accrual, matching 403b plan and more.