Wellness Clinic Veterinary Technician Job Description

Class: Non-Exempt
Revised: March 2015

Reports To: Director of Clinic Operations
Supervises: N/A

POSITION OVERVIEW:

Responsible for assisting veterinarians with patients and clients in the Wellness Clinic.

ESSENTIAL DUTIES AND SPECIFIC RESPONSIBILITIES:

- Provide exceptional, compassionate and quality client and patient care
- Assists veterinarian in patient care, administering treatments, euthanasia, surgery and dentistry
- Performs basic pet care services including nail trims, suture removal as advised by doctor, Micro-chipping, and booster vaccines with minimal supervision
- Responsible for ensuring patient information is recorded on paper or computerized medical chart
- Understands and performs safe, humane patient restraint to maintain the safety of oneself, one’s colleagues and the patient
- Maintains boarding and hospitalized pet quarters assuring cleanliness of enclosures and patient comfort
- Maintains an exceptional level of cleanliness throughout the clinic
- Sets up, exposes and develops radiographs
- Collects and analyses lab samples
- Assists the admin team in making sure the schedule remains efficient and provides quality customer service

PHYSICAL EFFORT:

Active. Heavy lifting – lifts and carries items weighing up to 75 pounds. Sufficient mobility, vision and hearing are needed to ensure a safe work environment. Must be able to be on feet for more than six hours at a time in a busy work environment

WORKING CONDITIONS:

Mainly in a climate controlled building environment.

RELATIONSHIPS:

Daily interactions with other employees, volunteers, clients and vendors.
SKILLS NEEDED:

- Ability to understand animal behavior
- Ability to understand procedures used for the proper care and handling of domestic animals
- Ability to multi task
- Good communication skills
- Must have good time management skills and be able maintain and direct work flow.
- Ability to tolerate stress
- Ability to understand and follow oral and written instructions including procedures for care and maintenance of animals, exhibit, service and holding spaces
- Ability to endure high risk situations when feeding, transferring or restraining animals
- Ability to exhibit patience when caring for animals
- Ability to exercise judgment concerning assigned work activities
- Skilled in tact and diplomacy when interacting with co-workers, visitors and volunteers

EDUCATION AND EXPERIENCE:

Current certification as a Veterinary Technician or equivalent experience.

SPECIAL REQUIREMENTS:

- Possess a valid driver’s license
- Willingness to work a rotating shift and rotate work tasks.
- Ability and willingness to work weekends, evenings and holidays, during all climatic conditions.

DECISION MAKING:

Must be able to make immediate decisions concerning safety of animals and people.

EMOTIONAL:

High. Frequent short deadlines, Hectic work schedules with occasional periods of high stress.

At Will Employment:

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. It is the policy of Great Plains SPCA that employment is at will, which means that employment is for no specific term and that employment may be terminated by the employee or Great Plains SPCA at any time without cause.

Great Plains SPCA is an equal opportunity employer. We do not discriminate against any employee or applicant because of race, color, sex, religion, age, national origin, disability, or any other basis protected by applicable federal, state, or local law. We assure you that your opportunity for employment with Great Plains SPCA depends solely on your qualifications.

Note: This position description is not intended to be all-inclusive. You may be required to perform other related duties within your skill set as negotiated and/or directed to meet the ongoing needs of your department and the organization.