



## Veterinary Technician

**Department:** Veterinary Services

**Reports to:** Veterinary Services Manager

**Number of Direct Reports:** 0

**Status:** Full-time, non-exempt

**Schedule:** 40 hours, variable, 10 hours/4 days per week

**Compensation and Benefits:** \$17-19/hour

**Mission and Values:** Foothills Animal Shelter's mission is: Providing support to our surrounding community through education, services that strengthen the human-pet bond, and humane care for the animals we serve.

All employees and volunteers are expected to embody the Shelter's Values which are to have honesty and integrity in all that we do, with the following values as our guide:

- Stewardship: Assume responsibility and ownership for our actions within our shelter and our community.
- Positive Culture: Create a safe, supportive environment for the health, wellbeing, and development of staff and volunteers.
- Openness: Nurture an innovative, inclusive, and creative environment that cultivates conversations and relationships that actively work towards the future.
- Team Oriented: Build relationship, embrace teamwork, and foster collaboration in pursuit of our Mission.

**Position Summary:** The individual will administer medications and vaccinations, maintain clinical records in a computer software system, participate and assist in receipt of and processing incoming animals, and perform initial and ongoing health assessments of animals to note any changes in their condition. A portion of the scheduled days are spent in a high-quality, high-volume surgery environment. Prior experience and proficiency in anesthesia and surgery is required.

The position requires knowledge in animal care, treatments, disease, and proper restraint and will require involvement in humane euthanasia procedures. Applicants must be self-motivated as well as a good team player, possess good technical skills in surgery, experience with animal handling, health and behavior, and take pride in their compassion for animals.

This position collaborates with employees at all levels of the organization as well as with the community. Communication through phone conversations and electronic must be professional, respectful and clear at all times. Employees should be supportive of our mission, our team and coworkers as well as address any concerns and conflicts appropriately.

### Qualifications

- Certified Veterinary Technician preferred.
- Two years of shelter or high volume spay/neuter experience preferred.
- Completion of a veterinary technician internship or comparable experience preferred.
- Fear Free Shelter and Fear Free Veterinary certified or become Fear Free certified within 60 days of employment.
- Working knowledge of current veterinary practices and/or shelter medicine and/or HQHV practices.
- Current rabies vaccinations/acceptable titers are preferred.
- Strong interpersonal communication skills.
- Proficiency in Microsoft Office programs.

- Knowledge of Shelter Buddy® is preferred.
- Ability to work in a fast-paced, team environment.
- Ability to work independently with minimal supervision.
- High attention to detail.
- Must have the ability to communicate and collaborate with a variety of people and personality types.
- Strong commitment to animal welfare and the proper treatment of animals.
- Understanding of MS Office 365 and database management software (Donor Perfect, Shelter Buddy, Volgistics, etc.) preferred.

### **Working Conditions**

- Handling and restraining animals of various sizes, weights, and temperaments.
- Subject to animal bites or scratches.
- Exposure to cleaning chemicals, fumes, gases, X-ray radiation, dust, animal dander, parasites, animal urine and feces, transmittable diseases.
- Working with medications/drugs both controlled and non-controlled.
- Physical efforts require constant bending, stooping, standing, climbing stairs, and walking. Ability to lift at least 50lbs with reasonable accommodation.
- Work performed in high noise level areas.
- Must be able to manage the emotional aspect of end of life services and humane euthanasia, and support employees in high-emotion circumstances.

**About:** As an open admission shelter, our doors are always open to pets in Jefferson County and we are committed to serving our community as a socially conscious shelter. We care for more than 8,000 orphaned cats, kittens, dogs, puppies and critters every year with a compassionate team of 50 staff and 500 volunteers. We are a community resource and offer a variety of services including pet adoption, Jefferson County pet licensing, affordable spaying and neutering, vaccinations, microchipping and lost and found pets. The Shelter is established under an intergovernmental agreement between Jefferson County, the City of Arvada, the City of Lakewood, the City of Wheat Ridge, the City of Golden, the City of Westminster and the City of Edgewater.

**Benefits:** Foothills Animal Shelter offers a competitive total compensation package. Employees become eligible for medical, dental, vision, life insurance, long term disability, and an array of supplemental benefits at 60 days of employment. Foothills offers coverage of the premiums for medical plans, dental, vision, life insurance (\$10,000) and long-term disability. Employees earn sick and vacation time each pay period, plus several recognized holidays. After one year of employment, employees are eligible for a 401K retirement plan that we will match up to 3%. Employees also have access to an array of discounted programs including pet food, cell phones, travel, pet insurance, clothing, entertainment tickets, etc.

**To Apply:** Send a cover letter and resume to Erin Cummins at [ecummins@fas4pets.org](mailto:ecummins@fas4pets.org) with Vet Tech Opportunity in subject line. Applicants will be interviewed on a rolling basis and the position may be filled prior to the deadline. Interested applicants are strongly encouraged to apply immediately.