



## Job Description Veterinary Technician

**Department:** Veterinary Services

**Reports to:** Veterinary Services Supervisors

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

**Schedule:** 40 hours, variable, 10-hour shifts, one weekend day required

### MISSION

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.

### VALUES

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 relationships, embrace teamwork, and foster collaboration in pursuit of our Mission.

**POSITION SUMMARY:** The shelter veterinary technician plays a crucial role in providing compassionate and skilled veterinary care to animals within a shelter environment. Responsibilities include conducting health assessments, administering vaccinations, assisting in surgeries, managing medical records, and collaborating with the veterinary team to ensure the overall physical and emotional well-being of shelter animals. Foothills Animal Shelter is committed to Fear Free™ sheltering and veterinary practices, and the veterinary technician will embody a fear-free approach to shelter medicine.

### RESPONSIBILITIES

#### Surgery

- Performs pre-surgical duties, conducts pre-surgical physical exams on patients, and alerts veterinarian to any concerns.
- Calculates, administers and records pre-anesthetic drugs. Completes controlled drug logs as appropriate.
- Administers anesthesia and oversees monitoring animals under anesthesia in a high volume spay/neuter environment.
- Oversees recovery of animals post-surgery with the aid of volunteers.
- Operates digital radiology equipment and follows radiology safety procedures.
- Performs dental cleanings, including dental radiographs.
- Responds to emergency situations, administering triage care.
- Prepares laboratory samples and evaluates in-house lab work.
- Performs euthanasia services.
- Maintains appropriate surgical records, documents, and data entry for shelter animals.

#### Healthcare

- Collects samples for testing and performs laboratory tests.

- Performs daily health evaluations; medicates, vaccinates, and treats animals as prescribed by veterinarian.
- Performs physical examinations and restraint on animals in a manner consistent with Foothills Animal Shelter's commitment to fear-free sheltering and veterinary care.
- Performs accurate data entry to update animal records and controlled drug logs.

### **Organizational Wellness**

- Interacts with volunteers in appreciative and respectful ways, providing assistance as needed.
- Promotes teamwork by demonstrating a cooperative, flexible, adaptable, and helpful attitude with all staff and volunteers.
- Maintains a positive, solutions-oriented approach to the work environment, looking for the opportunities within each challenge.
- Contributes to initiatives to improve processes and procedures.

### **OTHER DUTIES**

- This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

### **QUALIFICATIONS**

- Registered Veterinary Technician (RVT) with a minimum of one year of work experience.
- Surgical background preferred.
- Prior experience in an animal shelter setting preferred.
- Fear Free Shelter and Fear Free Veterinary certified or become Fear Free certified within 60 days of employment.
- Ability to work in a fast-paced, team environment.
- Ability to work independently with minimal supervision and strong attention to detail.
- Must have strong interpersonal skills with the ability to communicate and collaborate with a variety of people and personalities.
- Must be able to manage the emotional aspect of end-of-life services and humane euthanasia.
- Proficiency in Microsoft Office and cloud-based veterinary record management software.

### **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, kneeling, standing, climbing stairs, and walking.
- Ability to lift and carry 50lbs.
- Work performed in areas with a high level of noise.

**About Foothills Animal Shelter:** 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 9,000 dogs, cats, and small animals every year with a compassionate team of staff and volunteers. We are a community resource and offer a variety of services including pet adoption, supporting animals and patrons in need through our Better Together programs, Jefferson County pet licensing, and reuniting lost pets with their families. 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. Full-time employees become eligible for medical, dental, vision, life insurance, disability insurance, and an array of supplemental benefits after 60 days of employment. Foothills offers coverage of the premiums for employee medical, dental, vision, and long-term disability plans. Full-time employees earn sick and vacation time each pay period, plus six recognized holidays. After six months of employment, employees who complete eligibility requirements may enroll in a 401K retirement plan that we will match up to 4%.