



Job Description Veterinary Technician

DEPARTMENT: Veterinary Services

REPORTS TO: Veterinary Technician Supervisor

STATUS: Full-time or part-time, hourly, non-exempt

SCHEDULE: 10-hour shifts, at least one weekend day is 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 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.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Attendance

- Maintains regular and reliable attendance in accordance with the Shelter's attendance and punctuality policy to ensure adequate coverage for essential daily operations including time-sensitive medical treatments, surgery, and animal care duties.

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.
- 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.
- Prepares and sterilizes surgical packs.
- Performs euthanasia as dictated by the policies of the organization in a timely and compassionate manner, ensuring that all appropriate safety procedures are followed and appropriate documentation is completed per DEA requirements.
- 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.
- Administers vaccines, including for public vaccine clinics.

Organizational Wellness

- Interacts with volunteers in appreciative and respectful ways, providing assistance as needed.
- Maintains good working relationships and supports other shelter departments working closely with the volunteer, behavior, animal care, and shelter services departments.
- 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.

Safety

- Follows all safety guidelines to ensure a safe work environment
- Takes immediate action to address any safety concern or noncompliance with OSHA safety rules that could put an employee, volunteer, client, animal or the organization at risk.

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.

JOB QUALIFICATIONS

Education and Experience

- Associates degree in veterinary technology from an AVMA accredited program
- One year of work experience as a veterinary technician
- Experience in animal sheltering, high-volume spay/neuter, or similar preferred

Licenses and Certifications

- State of Colorado Registration as a Veterinary Technician (RVT)
- Must obtain and maintain rabies pre-exposure vaccination series within six months of hire
- Must obtain Fear Free Shelter and Fear Free Veterinary certification within 60 days of employment

Knowledge, Skills, and Abilities

- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Ability to multi-task and maintain composure in a fast-paced environment while providing courteous service to potentially difficult, emotional, or frustrated clients
- Ability to maintain the highest levels of confidentiality when dealing with proprietary information and sensitive situations
- Ability to communicate and collaborate with a variety of people and personality types
- Ability to work independently with minimal supervision and strong attention to detail
- Must be able to manage the emotional aspect of end-of-life services and humane euthanasia
- Working knowledge of animal sheltering practices; highly supportive of open admissions philosophy
- Computer proficiency in Microsoft Office including word processing, spread sheets, meeting software and email; proficient with animal management software and databases

Physical Requirements

- Ability to stand and walk for the majority of a 10-hour shift on hard surfaces with minimal sedentary work
- Ability to bend, twist, kneel, and squat frequently throughout the shift
- Ability to lift, carry, and move up to 50 pounds regularly throughout the shift
- Ability to physically restrain and handle animals of all sizes and temperaments, including dogs weighing over 100 pounds
- Manual dexterity to handle veterinary equipment including needles, syringes, and restraint tools
- Ability to respond quickly to emergency situations requiring immediate physical intervention

Working Conditions

- Ten-hour shifts with at least one weekend day required; schedule may include holidays
- Work performed in areas with a high level of noise
- Odors, chemical fumes, and animal hair/dander are encountered due to equipment and animals
- Constant exposure to common allergens including animal dander, feathers, hay/straw, latex, peanut butter, dairy products, and other food items used for animal enrichment
- Regular exposure to zoonotic diseases and infectious agents through contact with animals and their bodily fluids (urine, feces, vomit, blood, saliva)
- Regular exposure to cleaning chemicals, disinfectants, and sanitizing agents used in animal care and facility maintenance
- Exposure to emotionally challenging situations including sick or injured animals; euthanasia procedures; and end-of-life decision-making
- Frequent hand washing and use of personal protective equipment (PPE) as required
- Subject to animal bites and scratches
- Work in areas with fluctuating temperatures, humidity, and limited climate control

Equipment Used

- Animal handling equipment including slip leads, catch poles, and cat nets
- Veterinary equipment and tools including needles and syringes
- Animal and shelter management software
- Chemicals and cleaning tools to provide care for the animals