



SPCA SERVING ERIE COUNTY

Job Description

Job Title: Veterinary Technician - Shelter
Department: Veterinary Services Department
Reports To: Veterinary Services Manager
FLSA Status: Hourly, Non-Exempt; Full time, 40 hours/wk.
Prepared By: Human Resources Department
Prepared Date: Last Updated May 8th, 2018

SUMMARY Responsible for performing the traditional duties that include: animal restraint, wound care, administration of treatments, preparing animals for surgery and other various procedures, performing euthanasia, and assist by cleaning and disinfection of equipment and space. The technician will also perform with x-rays, lab work, entering medical information into the medical records data base.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned as needed.

- Assists veterinarian in treatments and examinations of animals, holds or restrains animals during examination, treatment, or inoculation assist in medical procedures, wound care, administration of treatments, preparing animals for surgery and other various procedures
- Induce and maintain anesthesia under the supervision of the onsite licensed veterinarian. Assists in preparing patients, giving medications and assisting in surgical procedures in the physical presence of the licensed veterinarian
- Administers injections, performs venipunctures, applies wound dressings, cleans teeth, takes vital signs of the animals, and performs euthanasia, under the supervision of the Veterinarian.
- Assists in the cleaning and disinfection of instruments, space used (counters, etc.) and equipment during examination, treatment or surgical procedures.
- Make sure all controlled drugs drawn up for surgical cases and medical treatment are logged out in the appropriate log book
- Collecting appropriate specimens and performing laboratory procedures in clinical pathology and histopathology, as directed by a licensed veterinarian
- Care for and feed shelter animals that are under the care of the veterinary department
- Work with the other departments in a professional manner to do what is best for each shelter animal
- Exposing radiographic film.
- Entering medical information into the medical records data base.
- Expected to answer questions from the officers and drivers about complaint cases. Is expected to stay if a large case is planned to assist the licensed veterinarian.
- Speaks to the public in a professional manner and answer their questions about the animal they may be surrendering, adopting or have adopted. Memos are placed into the computer if necessary.
- Perform morning rounds in a timely manner.
- Assess animals on intake, do physical examinations, give appropriate vaccines and treatments so the animals can move through the infirmary to the appropriate location depending on status- stray owner surrender, injures, seized, etc.
- Communicating with other staff members about the updated medical condition of an animal
- Assist the licensed veterinarian in the afternoon by holding and restraining animals for medical exams.



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- Assist the licensed veterinarian in the afternoon by taking her medical notes and inputting them into the animal's medical record while updating any medication ordered, status change and any recheck dates ordered by the veterinarian.
- Assist the licensed veterinarian with necropsies for possible cruelty cases. They prepare the labeled jars with the animal's ID number for shipping.
- Assist the licensed veterinarian by taking notes for the doctor during the post mortem exam or notes from the veterinarian on an injured or sick animal that may become or is a cruelty case.
- Assess animals on intake, do physical examinations, give appropriate vaccines and treatments so the animals can move through the infirmary to the appropriate location depending on status- stray owner surrender, injures, seized, etc.
- Assist the Wildlife department with any treatment or euthanasia needed on a wild animal
- Restocking and cleaning as needed
- Bathes and grooms shelter animals

SUPERVISORY RESPONSIBILITIES This position has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE Associates or bachelor's degree from a college who has accredited veterinary technical program. Six months to one year related experience and /or training. Educational classes for recertification must to be completed every 3 years.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. The ability to write routine reports and correspondence. Ability to speak effectively before employees or volunteers of the organization.

MATHEMATICAL SKILLS They must have the ability to add, subtract, multiply and divide in all units of measure, using common whole numbers, common fractions, and decimals.

REASONING ABILITY Capacity to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

COMPUTER SKILLS Knowledgeable in Microsoft Office products and has ability to perform and adapt to basic tasks in various applications including custom/specialty software.

CERTIFICATES, LICENSES, REGISTRATIONS: A valid New York State veterinary technician license.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.



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While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to sit, climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move with help up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is exposed to high noise levels, odors, animal bites and scratches, wet and/ or humid conditions, zoonotic disease, moving mechanical parts, fumes, or airborne particles, and risk of radiation. The noise level in the work environment is usually moderate to loud.

OTHER DUTIES Please note 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.

If you are interested in this position and meet the minimum qualifications, please submit your resume through December 14, 2018 to SPCA Human Resources Manager Leslie Stewart, leslies@yoursPCA.org Thank you!