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716.875.7360 || West Seneca, NY 14224

JOB TITLE: Veterinary Technician – Lipsey Clinic
DEPARTMENT: Veterinary Services Department
REPORTS TO: Veterinary Services Manager
FLSA STATUS: Hourly, Non-Exempt; Full Time, 40 hours/wk.
PREPARED BY: Human Resources Department
APPROVED DATE: October 1, 2018

SUMMARY Assisting Veterinarian by performing the traditional duties of a veterinary technician and by performing the essential duties satisfactorily.

ESSENTIAL DUTIES AND RESPONSIBILITIES Include the following.

- Animal restraint
- Wound care and administration of treatments
- Preparing animals for surgery and other procedures
- Radiographs and Lab work
- Perform dentals, including scaling/polishing/radiographs
- Assisting the veterinarian with patients as needed
- Maintain the facility in a clean and orderly manner
- Maintaining timely and accurate controlled medication logs.
- Client/customer education.
- Knowledge of products and preventatives recommended to clients.
- Reception skills:
 - Answering phones with good customer service skills.
 - Scheduling appointments
 - Confirm appointments 1-2 days prior
 - Checking clients in and out.
 - Accurately handling money transactions
 - Balancing the drawer and closing the books daily
 - Ability to navigate through the eVetPractice program and problem solve.
 - Listen to and return messages, read and respond to clinic email
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- Help with coordination of the Free Parvo Vaccine Clinics.
- Help train clinic staff and volunteers.
- Help maintain proper inventory on supplies/medication.
- Assist the Veterinary Services Manager with the physical inventory on a quarterly basis.
- Represent the Lipsey Clinic in a professional manner at all times.

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 have 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. They must have the ability to write routine reports and correspondence. They must have the 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: They must have the ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. They must have the ability to deal with problems involving several concrete variables in standardized situations.

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 occasionally exposed to 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!