



Vieques Humane Society and Animal Welfare (VHSAR)  
Job Description

<b>Title:</b>	Veterinary Technician
<b>Reports to:</b>	Executive Director
<b>Supervises:</b>	N/A
<b>FLSA status:</b>	Hourly/Non- exempt
<b>Pay:</b>	\$12 - \$15 per hour depending on experience
<b>Schedule:</b>	15 – 30 hours per week, negotiable
<b>Start Date:</b>	Immediately with 90-day review

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The Veterinary Technician role is a position that requires strong time management and personal relation skills. This position reports directly to the Executive Director as well as the Veterinarian in Charge. The Veterinary Technician is expected to follow all standards of protocol as determined by the organization. The ideal candidate will be an independent worker with high initiative. The Veterinary Technician ensures quality animal care for both shelter and owned animals, clinic cleanliness and sterility, excellent patient care, and exceptional customer service. The Veterinary Technician should demonstrate proper use of medical equipment and knowledge of animal handling and behavior.

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## Duties and Responsibilities

### TECHNICAL JOB FUNCTIONS

- Record vital signs and maintain patient records
- Conduct diagnostic tests such as fecal float analysis, skin scraping, blood smear analysis, etc.
- Perform venipuncture and demonstrate proper blood sample handling techniques
- Practice proper surgical sterility techniques including proper cleaning and disinfection of surgical instruments
- Induce, monitor, and recover patients undergoing anesthesia in accordance with medical parameters
- Administration of medications via oral, IV, IM, and SQ routes
- Properly calculate medical math and administer medications via appropriate routes and duration

### CLIENT SERVICE AND ADMINISTRATION

- Provide excellent customer service and the highest standard of patient care



- Communicate with clients about individualized pet health concerns
- Client education related to heartworm prevention, flea and tick prevention, tick-borne diseases, and the importance of sterilization and enrichment
- Maintain safe, secure, healthy, and humane environment by sterilizing and wrapping instruments, sanitizing operating areas, verifying shelf life of medications, and complying with legal regulations
- Maintain facilities and ensure proper cleaning and disinfection protocols
- Enhance service reputation by accepting ownership for accomplishing new and different requests and exploring opportunities to add value to job accomplishments
- Maintain a professional, respectful attitude and work well in a collaborative team environment to provide the highest level of patient care

Perform all other duties and tasks within your scope of practice, as assigned by supervisor.

## **Position Qualifications**

### **Required**

- Previous veterinary experience
- Knowledge and demonstration of proper animal restraint and handling techniques
- Ability to complete work without close supervision
- Ability to effectively communicate, and work within a team environment
- Basic competency and comfort using word processing, data base, spreadsheet, and operational management software
- Excellent customer service and interpersonal skills
- Ability to lift 50 pounds

### **Desired**

- Graduate/current student of an AVMA accredited university or license eligible
- Bi-lingual in Spanish and English
- Previous Fear Free training is a plus
- Experience working in shelter medicine

**Work Environment:** While performing the duties of the job, the employee is frequently exposed to odors or airborne particles including animal fur and toxic chemicals. The noise level in the work environment can be very loud.