



Humane Society of Weld County Job Description

Job Title: Veterinary Technician
Reports To: Shelter Veterinarian
FLSA Status: Full-time (Hourly, Non-exempt)
Effective Date: October 2022
Starting Pay Range: \$16.00 - \$18.00/hourly

POSITION SUMMARY:

The veterinary technician uses medical knowledge and clinical skills to provide routine and emergency nursing care under the direction of the Shelter Veterinarian, which includes facilitating general exams, administering laboratory tests, assisting during surgery, and support veterinarians in meeting the diagnostic and treatment needs of sick and healthy shelter animals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform basic physical examinations and diagnostic tests under the direction of the Shelter Veterinarian; administers vaccines, de-wormer, microchips and medications other treatments as prescribed.
- Document medical records of all shelter and foster care animals in PetPoint or on paper as appropriate.
- Prepare animals for surgery, monitor animals under anesthesia and during recovery; perform dentals as directed by the Shelter Veterinarian.
- Provide supportive care and treatment for sick and injured animals, as well as recover animals from surgery; clean and sterilize surgical and other laboratory equipment.
- Provide specialized nursing care to sick or injured animals as directed by the Shelter Veterinarian and assist in emergency treatment when necessary.
- Maintain clean and sanitary conditions in the clinic and isolation areas.
- Maintain inventory of all medical supplies, including controlled substances, as required by law.
- Maintain files, record and statistic as regulated by PACFA and medical record requirements.
- Perform euthanasia as directed by the Shelter Veterinarian.
- Any other duties as may be assigned by the Shelter Veterinarian and Executive Director.
- Regular and predictable attendance is required.

QUALIFICATIONS:

- A minimum of two years' experience working as a veterinary technician, including in a surgical environment is required; experience working in a shelter environment is preferred.
- Certified Veterinary Technician designation is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of basic animal science, including the anatomy and physiology of dogs and cats, general animal health and knowledge of common animal diseases and animal behavior issues is required; ability to identify animal species, breeds, ages and sex is required.
- Genuine passion for and commitment to animal welfare is required.
- Ability to work well within frenetic nature of shelter environment.



- Effective written and verbal communication skills; proficiency in Microsoft Word, Excel and Outlook is required; experience with PetPoint preferred.
- Ability to communicate skillfully and effectively with a culturally diverse staff, volunteers, and community in a professional, pleasant, and respectful manner at all times.
- Maturity with ability to use good judgment and display a professional manner.

MENTAL/PHYSICAL DEMANDS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. In performing the duties of this job, the employee is occasionally exposed to fumes, airborne particles and zoonotic diseases. The environment is moderately loud and the worker may be exposed to animal bites and/or scratches.
- 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. An employee must frequently lift and/or move up to 50 pounds without assistance. An employee must handle dogs, cats, small mammals and birds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception and ability to adjust focus 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 and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time, with or without notice.