

ANIMAL RESCUE LEAGUE OF WESTERN PA, INC.  
JOB DESCRIPTION

Job Title:            Veterinarian Technician  
Department:         Medical  
Reports to:          Head Veterinarian Technician  
FLSA Status:        Non-exempt  
Date:                 January 29, 2009

PRINCIPAL OVERALL ACCOUNTABILITIES

Clinic

1. Prepare and maintain clinic rooms to be sure they are fully stocked and clean.
2. Work with the client to secure a brief history and weight of the animal and educate customer on some of the products the clinic sells (Heart guard, Advantage)
3. Assist the doctor with the handling of the animal, x-rays, tests, and providing instructions to the owners.
4. Assist clinic receptionist with the discharge of animals when needed
5. Responsible for the cleanliness of the clinic area
6. Responsible for cleaning cages of discharged animals

Kennel

1. Evaluate the available cage space and blue dot those animals that are adoptable.
2. Responsible for the accurate entering of animal information and keeping the information current.
3. Responsible for cleaning garage area cages on a daily basis and making sure all animals have clean water and food.
4. Process all bite cases according to state regulations and prepare processing for the Health Department.
5. All surrendered animals are to be treated medically before being placed in the holding area.
6. Perform euthanasia according to ARL guidelines
7. Perform treatments according to doctor's instructions

Surgery

1. Ensure all animals in surgery area are well cared for and all doctor's instructions are followed exactly. Report any problems immediately to the doctor.
2. Clean cages in the preparation room for those animals not having surgery that day.
3. Verify surgery list with adoption side, and owned animals being dropped off.
4. Prepare animals for surgery and ensure all paperwork is completed.
5. Prepare and properly label medicines and discharge instructions.
6. Prepare animals for surgery according the doctor's instructions, to assist the doctor to meet the surgeries per hour standard.
7. Assist the doctor in surgery, as requested.

8. Prepare surgery packs throughout the day.
9. Responsible for the overall cleanliness of the surgery and prep room

#### Qualifications

1. Minimum 1 year experience practicing as a veterinarian technician, or equivalent training and education.
2. Strong technical, customer service and organizational skills.
3. Ability to show compassion toward animals and owners.
4. Willingness to work a flexible schedule, which includes days, evenings, and weekends.