

ANIMAL RESCUE LEAGUE SHELTER AND WILDLIFE CENTER
JOB DESCRIPTION

Job Title: Veterinarian Technician
Department: Medical
Reports to: Medical Department Manager
FLSA Status: Non-exempt
Date: September 23, 2016

PRINCIPAL OVERALL ACCOUNTABILITIES

1. Uphold the mission (1) of the Animal Rescue League throughout all responsibilities of the position
2. Understand and support the Open Door Philosophy (2) of the Animal Rescue League
3. Able to work in all areas of the Medical Department: clinic, surgery, and kennel animal care (which includes euthanasia)
4. Work independently providing kennel animal care, following the procedures of the shelter
5. Ability to work with customers in clinic and in the kennel regarding a wide-range of emotions
6. Assist veterinarian in the handling of both owned and kennel animals with regard to x-rays, tests, vaccinations and surgery
7. Prepare and properly label medicines and effectively communicate medical instructions to owners, foster owners, and adopters
8. Responsible for the accurate computer data entry of animal and owner information and for updating information as needed
9. Responsible for the cleaning of kennels and cages as necessary to maintain a healthy and clean environment for the animals
10. Process all bite cases according to state regulations and prepare processing for the Health Department
11. Perform treatments following the veterinarian guidelines
12. Prepare surgery packs throughout the day
13. Responsible for the overall cleanliness of all areas of the Medical Department

Qualifications

1. Graduate of a veterinary technical school. Licensing as a Certified Animal Health Technician is a plus.
2. Strong technical, customer service and organizational skills.
3. Ability to show compassion toward animals and owners.
4. Ability to work a flexible schedule, which includes days, evenings, weekends, and holidays.

(1) Mission of the Animal Rescue League:

The Animal Rescue League's mission is to provide temporary shelter, food, medical attention, and comfort to all abandoned, neglected and injured animals brought to us by the community; to restore lost animals to their owners or seek new homes for them, and to educate the public about the humane care of animals with a goal of reducing overpopulation.

(2) <http://opendoorshelters.org/>