

JOB DESCRIPTION
HOMEWARD BOUND: ADDISON COUNTY'S HUMANE SOCIETY

POSITION: Veterinary Technician

REPORTS TO: Shelter Manager

WORKS CLOSELY WITH: Shelter Manager, Animal Care and Adoption Staff, Veterinarians, and Foster Care Providers

POSITION SUMMARY: The veterinary technician is responsible for overseeing the health and wellness of shelter animals. Duties include physical exams, updating and maintaining patient records, administering medications, vaccines and treatments as prescribed by both shelter and private practice veterinarians. Position is full-time, at 40 hours per week, with competitive benefits.

KEY RESPONSIBILITIES:

- Assist the Shelter Manager in scheduling spay/neuter appointments, ensuring a steady flow of animals through the shelter and maintaining an appropriate clinical inventory
- Adhere to all safety standards and keep treatment areas clean and organized
- Perform intake exams, administer medications, vaccinations, parasite treatment, and wellness assessments.
- Assessment of herd health and development of necessary medical protocols
- Knowledge and ability to assist the Shelter Veterinarian with surgical procedures
- Maintain clinical records for the shelter and acquire proficiency using the shelter database
- Ability to train staff as necessary in medical treatment and handling of shelter animals
- Assist with euthanasia and maintaining euthanasia logs
- Willingness to be contacted after hours as needed to address emergent medical situations

QUALIFICATIONS:

- A minimum of 2 years of experience as a veterinary technician in a veterinary clinic or shelter environment
- Experience with animal handling, restraint, physical and behavioral health
- Experience with giving intravenous injections, drawing blood, microchipping
- Experience with or willingness to learn the ideals, practical applications and principles of shelter medicine
- Knowledge surrounding commonly used medications, treatments and dosing
- Applicant must possess excellent time management skills and be self-directed
- A strong commitment to welfare and ethical treatment of animals
- Comfortable in a fast paced, team environment

- Able to handle fluctuating priorities, multiple projects and patients
- Rabies-vaccinated preferred

To apply: Submit a resume, cover letter and three professional references to the Shelter Manager, Carly Lehrer, at clehrer@homewardboundanimals.org.