



JOB DESCRIPTION

JOB TITLE: Animal Health Technician

DEPARTMENT: Shelter Operations

ACCOUNTABILITY: Animal Health Manager

FUNCTION: Under direct responsibility of the Animal Health Manager, the Animal Health Technician's primary responsibility is assessing and providing for the medical needs of the animals in care of the RHSPCA. This position plays a critical role in optimizing the flow of animals and ensuring their medical wellbeing while they are in our care.

DUTIES AND RESPONSIBILITIES

General:

- Performs duties in a manner which promotes a positive culture and encourages attainment of RHSPCA goals.
- Ensures quality care and humane treatment for the animals in the care of the RHSPCA.
- Works courteously and cooperatively with the staff, volunteers, fosters, adopters, partners and donors to ensure that all RHSPCA policies and procedures are followed, and new ones implemented successfully.
- Multi-tasks, take and follow directions, adapt, and accommodate changing demands and make appropriate prioritization decisions.
- Performs all duties in a manner that always ensures humane safety and minimal stress on animals.

Animal Care:

- Daily rounds, symptom observation and medical monitoring
- Ensures treatments, vaccines and tests are scheduled, dispensed and administered on time.
- Performs intake exams, vaccinations, and treatments for animals within two hours of intake to the shelter. [Except for when the shelter is closed].
- Performs medical exams, microchipping, blood draws, blood testing (Idexx SNAP Tests), and other basic tasks safely and humanely.
- Performs daily 'Tasks' as assigned in shelter management software. [These include exams, vaccinations, treatments, diagnostic tests and miscellaneous to-dos.]
- Identifies illness and dispenses medications in accordance with medical protocols established by the Shelter Veterinarian.
- Performs baths, nail trims and ear cleanings as needed.
- Assists with movement of animals to and from clinic areas.



- Immediately brings to the attention of Animal Health Manager medical concerns needing prompt attention.
- Responsible for daily cleaning and sanitation of clinic areas including dog and cat intake rooms.
- General clean-up and animal care as needed and the maintains a sanitary workspace.
- Assist Animal Care Team with kennel cleaning as needed.

Recordkeeping:

- Responsible for accurate record keeping, maintaining data integrity of animal records and statistical reporting for all program(s) related activities.
- Maintain proper paperwork and accurate control of medical supplies.
- Assists with veterinary exams and enters veterinarian notes in shelter management software.

Transportation:

- Schedules off site veterinary appointments and transports animals for appointments as assigned by Animal Health Manager.
- Drops off samples for off site lab testing to shipping couriers, as needed.

Communication:

- Work closely with Animal Health Manager and shelter veterinarians to ensure the health of animals in our care and optimize flow of animals through the shelter.
- Communicate with and work closely with RHSPCA shelter staff regarding people service (including customers, volunteers, fosters, veterinarians) and animal care.
- Communicate well in person, via email and telephone with individuals within the organization and outside to ensure success of the programs.

Other Responsibilities:

- Utilizes volunteers effectively and as needed.
- Assists Clinic Manager with scheduling appointments with veterinarians in house and off site
- Compile weekly spay-neuter surgery list and 'status' review of animals.
- Makes recommendations to the Animal Health Manager for animals in need of foster or rescue placement.
- Responsible for restocking medical and cleaning supplies, assisting with inventory counts, and bringing to the attention of the Animal Health Manager supplies that need to be ordered.
- Serves as primary contact for shelter operations staff regarding medical concerns and observations in the absence of Animal Health Manager.
- Assist with restraint for euthanasia when necessary. Position is not required to perform euthanasia.



TRAINING AND EXPERIENCE

RHSPCA is seeking a progressive, quick thinking, dynamic individual who brings animal handling and people skills along with passion, commitment and enthusiasm for our mission and accountability for their work. We are seeking someone who can work well with a team. Independent thinking and resourcefulness to overcome roadblocks are a must.

The ideal candidate will have 2 years of animal care and/or veterinary setting experience, excellent time management, and oral and written communication skills.

QUALIFICATIONS:

The Animal Health Technician needs to be able to perform the essential duties satisfactorily. The qualifications listed below are representative of the knowledge, skill and ability required:

- Two years experience working in a veterinary clinic.
- Familiarity with google workspace. (Gmail, Sheets and Docs)
- Ability to work independently without close supervision.
- Ability to work collaboratively with a positive and upbeat attitude.
- Knowledge of dog and cat behavior and safe handling practices is required.
- Must be available to work alternating weekends. Available to work some holidays to administer medical treatments.
- Ability to use sound judgment in all decision making while working independently in a fast-paced environment.
- Hold a valid driver's license and reliable transportation.

Flexibility in scheduling is a must. Perform related work as required. Job responsibilities and opportunities may change as organizational needs change and grow.

PHYSICAL REQUIREMENTS:

Ability to lift 35 lbs., stand for long periods of time, move quickly, work with and around animals (including diseased, injured and/or potentially aggressive animals), loud noises, chlorine or other chemicals.

COMPENSATION

This is an hourly position offering a starting rate of \$15 - \$17/hr, commensurate with experience. After a period of employment, the Animal Health Technician is eligible for medical insurance and PTO.



NATURE OF EMPLOYMENT

The Animal Health Technician is an exempt position, which generally requires a minimum of 40 hours per week and may include evening, weekend and holiday and inclement weather work times.

There is no minimum period of employment guaranteed or implied by acceptance of an offer of employment. It is the policy of the RHSPCA that employment for this position is at will, which means that employment for no specified term and the employee or agency may terminate that employment at any time without cause. This job description serves as a guide.

Employee Name: _____

Employee Signature: _____

Date: _____