

## **Veterinary Technician/ Veterinary Assistant – Full Time**

**Job Relationships:** Reports to Shelter Manager, Veterinarian, and Executive Director

**Job Summary:** Responsible for care of all shelter animals

### ***Responsibilities:***

#### Client Services

1. Provide quality service to clients, volunteers, and staff
2. Report employee or client problems to Shelter Manager
3. Provide in-person and telephone services to adopters and answer inquiries
4. Represent the Humane Society in a professional and courteous manner at all times
5. Fill prescriptions, measure medications, and label containers

#### Patient Care

1. Provide excellent patient care
2. Assist veterinarians in surgery and with treatments and exams as needed
3. Stay current in knowledge of shelter medicine
4. Administer animal vaccinations, tests, medications and treatments as directed
5. Monitor patients during surgery and recovery time
6. Other duties as assigned

#### General

1. Spot clean throughout the day
2. Clean medical area at the end of the day
3. Wash and sterilize all surgical packs throughout the day

#### Animal Handling

1. Must be comfortable handling cats, dogs, and exotics (including wildlife)
2. Must be able to learn characteristics of animal behaviour (e.g. be able to identify aggression or fear)
3. Must be able to use appropriate safety equipment for fractious or feral animals (will train) – the use of safety equipment is mandatory
4. Must possess excellent reflexes
5. Should be able to identify own limitations and be willing to ask for help
6. Must become proficient at animal restraint for various procedures

#### Physical Requirements

1. Must be able to work standing or sitting for 8-10 hours
2. Must be able to lift and carry up to 50 pounds repeatedly throughout the day with help
3. Must be able to bend and kneel repeatedly
4. Must be able to see fine detail in a variety of situations
5. Must have good hearing including ability to distinguish changes in pitch
6. Must have reasonable degree of agility to move through tightly cramped areas in various situations

### Emotional/Mental Requirements

1. Must be able to work efficiently and effectively under stressful conditions
2. Must be able to respond quickly to a variety of medical situations (with training)
3. Must be able to cope with death either due to illness, surgical complications or euthanasia
4. Ability to rapidly and accurately process information
5. Ability to recognize a need for assistance and ask for help
6. Ability to make decisions
7. Ability to cope with frustrating situations and remain calm

### Potential and Prolonged Exposures

1. Prolonged exposure to various aqueous solutions including but not limited to dish soap, chlorhexidine, iodine solution, hydrogen peroxide, isopropyl alcohol, and ultrasonic cleaner
2. Potential exposure to sharps including needles and surgical blades
3. Potential exposure to zoonotic diseases
4. Potential exposure to formalin solution
5. Potential/prolonged exposure to isoflurane gas
6. Prolonged exposure to quaternary ammonium cleaners and bleach
7. Prolonged exposure to pressurized steam

To apply, submit resume and cover letter by email to [hr@windsorhumane.org](mailto:hr@windsorhumane.org) with “Human Resources” in the subject line. Applications will be accepted until the position is filled. We will begin reviewing applications immediately. We regret that due to the volume of resumes received, only those being considered will be contacted.