

Position Description: Licensed Veterinary Technician
Position Title: Medical Program Manager
Reports to: Lead Veterinarian
Direct Reports: None
Partners With: Shelter Manager, Exam Staff, Kennel/Animal Care Staff, Intake & Foster Coordinators
Status: Full-Time (Thurs-Mon [off Tue/Wed], 40 hours/week) | Non-Exempt
Salary: Hourly (DOE)
Location: Spokane, WA

About

The Spokane Humane Society (SHS) was founded in 1897. Today, we care for more than 5,000 animals each year, mostly dogs and cats. Our mission is to enrich the lives of companion animals through support, education, advocacy, and love. Our vision is for Spokane becoming a humane community where animals are always treated with compassion and respect.

Job Overview

Works directly with Lead Veterinarian to ensure that Spokane Humane Society's Shelter Medicine philosophy, programs, policies, procedures and protocols are consistently practiced. Provides direct support to staff veterinarians in all aspects of shelter population health and animal care – intake exams, foster patient exams and triage, assisting shelter staff with medicating shelter patients, population wellness (vaccinations, deworming, heartworm prevention) and weekend triage of illness in the shelter. Spokane Humane Society Clinic adheres to ASPCA Spay-Neuter Alliance guidelines as high-quality, high-volume elective surgery model. When needed, provide clinic support for surgery, recovery, medical treatment, intensive hospitalization, and chronic case management.

Responsible for carrying out diagnostic and medical treatment orders as indicated by staff veterinarians. Assists the veterinarian in performing health exams and surgical procedures. Engages with shelter leadership and staff leads to provide animal care support. This position will be physically demanding. This position requires a thorough understanding of high-density population infectious disease, zoonotic disease, surgical equipment and maintenance, aseptic technique and sterility, pharmacologics, and sanitation. The successful candidate will be a highly-motivated self-starter who excels in stressful situations. The ability to interact with the public, staff, foster parents and rescue partners in a professional manner is essential. The Veterinary Technician supports the mission, goals and philosophy of the Spokane Humane Society.

Primary Duties (include but are not limited to):

- Holds and maintains valid veterinary technician license for Washington State in accordance with Washington State Department of Health guidelines for continuing education.
- Provides training to staff as needed and directed by Chief Veterinarian. Participates in staff meetings to share ideas and suggestions and receive continuing education to improve the functioning of the clinic/shelter.
- Intake: Conducts physical exam for each animal to determine appropriateness of admission into shelter population – coordinating with lead kennel staff behavior assessment in canine patients. Uses Intake SOP as primary guide for admittance.
- Foster Triage: Conducts physical exam(s) on patients in foster care as needed when health concerns arise. Reports to staff veterinarians for treatment plan. Works closely with Foster Coordinator to address concerns of patients in foster care.
- Population Management: Works closely with kennel staff and animal care leads to ensure vaccinations, deworming, and heartworm prevention due in shelter are done on time. Conducts

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ELISA testing (parvo, panleuk, FIV/FelV) when required. Adheres to relevant SOPs for Shelter Medicine Protocols.

- Weekend Triage: Works closely with shelter staff to address health concerns of animals in their primary care areas. After physical exam, consults DVM on-call for supportive care and treatment plan. Works closely with weekend on-call assistant if IV hospitalization or transport for referral diagnostics is needed for patients.
- Works directly with lead veterinarian in neonatal patient management.
- Performs routine diagnostic procedures and collection of samples under direction of veterinarian; work is checked in progress for compliance with accepted procedures and standards.
- Channels polite, positive, compassionate and service-driven attitude in all staff and public interactions. Adheres to high standard of customer service when assisting the public, volunteers, staff, and rescue partner representatives.
- (Weekend) Hospitalized patient care: Collaborates with teammates to clean, feed, water and monitor all animals in the veterinary clinic to maintain high standards for a safe, sanitary and comfortable environment for the animals. Exercises hospitalized dogs as needed. Assists staff veterinarians with medications and treatments of hospitalized in-patients.
- Euthanasia Services: Provides support for shelter staff and community by performing humane pet euthanasia for the public upon request and when appropriate and manage controlled-substance inventory for the shelter.

Secondary Job Functions:

- Coordinate with kennel staff to ensure shelter animals are pulled for surgery as needed.
- Adheres to sanitization protocols – ensures kennels are sterilized using prescribed methods/cleaning compounds; and floors, table tops, operating tables, stands, etc. are kept clean and properly sanitized.

This is a representative sample--not to imply a complete listing of responsibilities and tasks.

Spokane Humane Society is a team-driven organization. This position involves leadership skills a medical team to accomplish many of the above tasks. This would facilitate maximum efficiency and distribution of LVT – specific skills.

Qualifications & Requirements:

- Licensed Veterinary Technician certification from State Department of Health
- Prior experience in shelter environment, mixed practice veterinary clinic, or animal care facility is preferred
- Knowledge of techniques/basic medical protocols for the treatment of animals
- Basic understanding of pharmaceuticals commonly used in the treatment of animals; sterile surgical procedures, proper methods to safely restrain animals and use of fear-free; methods of administering anesthetics, monitoring animals while under anesthesia, and monitoring animals post-surgery.
- Ability to prioritize and handle emergency, stressful situations, handle a variety animals safely and humanely
- Communicate effectively and tactfully with supervisor, staff, volunteers, and the public
- Establish and maintain cooperative working relationships and a team spirit with staff, volunteers, and with other shelter and animal groups
- Ability to lift and carry animals weighing 50 pounds

To Apply: You can apply on Facebook [here](#). Please send any additional documentation to drlogan@spokanehumanesociety.org. No phone calls please.

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