

shelter exam technician

date posted:
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position:

Shelter Exam Technician

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reports to:

Shelter Supervisor

supports:

Shelter Staff

Spokane Humane Society is an animal welfare non-profit agency whose mission is supported 100% by donations from the community. The Shelter Exam Technician is responsible for performing initial health evaluation of incoming animals. Evaluate animals for staff safety and suitability for integration into shelter population, intermediate holding/ observation, or isolation/quarantine. Provide feedback on animals to shelter manager/ veterinarian and kennel staff. Provides continuity between the animals, the shelter, and the clinic, schedules "vet checks". Performs treatments/ procedures on animals such as administering vaccines/medications, de-worming, bathing, grooming, flea and tick removal and microchip testing. Orders supplies and materials through purchase order system coordinated with Shelter Supervisor and clinic staff. Maintains adequate inventory of supplies and materials to conduct initial health assessments.

Essential Duties:

- Conducts initial/basic medical examinations of animals entering the shelter to determine health care needs and reports findings to the veterinarian and shelter supervisor.
- Performs treatments/procedures on animals such as administering vaccines/medications, de-worming, bathing, grooming, flea and tick removal, FeLV/FIV, Heartworm and microchip testing.
- Coordinates animal health care at the animal shelter; monitors the health of the animals daily and confers with the shelter supervisor and clinic about any animals which may need medical treatment.
- Schedules vet checks, transports animals, and assists clinic staff with health checks for shelter animals.
- Completes and updates animal health related records (ShelterLuv); ensures adequate medical and health care supplies are on-hand; maintains inventory of all pharmaceuticals, equipment, and supplies.

Marginal Duties:

- When assigned close down procedures, complete a walkthrough of the building to make sure all animals are in good and safe conditions and have appropriate food, water and medications; or that all pre-surgery animals have had food properly removed for next day surgery.
- Assists with front counter operations, including adoptions, redemptions, animal intake and customer service; monitors the temperament of animals for adoption; determines ownership of animals brought to the shelter.
- Provides guidance, technical support, trains and directs part-time staff, work study employees, public restitution workers and shelter volunteers
- Evaluate animals for suitability for adoption and assist with temperament testing. Provide feedback on animals to shelter manager/adoption staff
- Groom, exercise and socialize animals as needed or as time allows

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Secondary Job Functions:

- Sweeps, mops, scrubs floors, dusts.
- Immediately upon detection of an animal presence, bring in any animals left outside of business hours to ensure their safety and prevent outside animal noise. An exception is made for any aggressive animal that might represent a danger to the handler.
- Attends department and all staff meetings as requested and provides ideas and suggestions designed to improve shelter services programs and working conditions.
- Performs other reasonably related duties as assigned by immediate supervisor or other management personnel.
- May be required to transport animals to and from local veterinary clinics as needed.

Qualifications and Position Requirements:

Sufficient experience and education to successfully perform the duties of the Animal Health Technician. Knowledge of techniques for properly handling and caring for animals; state and local laws and ordinances relating to the proper treatment and sheltering of animals; basic medical protocols for the treatment of animals; principles of supervision; basic understanding of pharmaceuticals commonly used in the treatment of animals; proper methods to restrain animals. A typical way of obtaining the required qualifications is to have the equivalent of two years' progressively responsible experience performing routine medical tasks in an animal shelter or veterinary office or possessing a certificate as a Registered Veterinarian Technician. Work in an animal clinic environment. The incumbent is subject to the threat of exposure to rabies, viruses, and to toxic substances such as disinfectants, pesticides and corrosive cleaners. Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. Ability to lift up to 50 pounds and with assistance to restrain wild cats and dogs weighing up to 150 pounds.

This job description is not a contract-management reserves the right to change its contents at any time. This organization is an "at-will" employer and is an equal opportunity employer. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate because of race, color, religion, national origin, age, disability, sex, or sexual preference.

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