

**Spokane Humane Society**

Position Description:	LVT
Reports to:	<b>Lead Veterinarian</b>
Collaborates with:	Shelter and Clinic staff
Supports:	Animal Care Technicians   Front desk and clinic operations

**Primary Job Purpose:**

Spokane Humane Society is an animal welfare non-profit agency whose mission is supported 100% by donations from the community. The LVT 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 lead/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. Each team member of SHS must demonstrate the core values of the organization which include eager and willingness to go above and beyond, dependable and dedicated to the vision of SHS, and able to be not only be compassionate to animals but also their humans, and fellow staff.

The LVT is responsible for the following items:

- Induction and anesthetic monitoring of surgical patients
- Animal care, training & mentorship of veterinary assistants
- Monitoring surgical patients in recovery
- Medicating hospital patients
- Client communications for post-operative discharges
- 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.
- Adaptability: Capable of adjusting to changes, delays, or unexpected events in the work environment. SHS works with animals who are unpredictable at times in behavior and health; in addition, our donors/sponsors can provide information that is past a preferred deadline. All employees demonstrate being able to manage competing demands, prioritizing tasks, and altering approaches to best fit the situation.
- Interpersonal Skills: Proficient in developing and maintaining positive working relationships with all agency team-members. Each day arrives to work as a positive team member both inside and outside the organization, while effectively handling internal pressure as animal welfare can be unpredictable.
- Dependability: Reliable in following instructions, both written and verbal. Responsive to management direction and able to complete tasks on time or notify the appropriate person with an alternate plan when necessary.
- Judgment: Adept at making timely decisions, exhibiting sound and accurate judgment, and explaining the reasoning behind decisions. Able to use SHS resources to support decisions such as tele health and approved partners.
- Language Ability: Competent in reading and writing reports, emails, and procedure and policy documents. Effective in communication with community members and present information and responding to questions from management staff, volunteers, customers, and the public in a positive way.
- Problem Solving Ability: Capable of identifying and preventing problems before they occur by verifying your own work before submitting. Formulating alternative solutions when necessary and transferring learning from past animal and/or business experiences to continue to improve job performance.

### **Marginal Duties:**

- Assists with customer interactions, including adoptions, redemptions, animal intake and customer service; monitors the temperament of animals for adoption; determines ownership of animals brought to the shelter.
- Monitors all quarantined animals in designated areas as instructed and prevents public access to those animals impounded for biting.
- Groom, exercise and socialize animals as needed or as time allows
- Monitors eating habits of animals and quality and quantity of food and informs Shelter Supervisor/Veterinarian of any problems.
- Perform additional tasks and responsibilities as assigned, including but not limited to special projects, cross-departmental collaborations, and other duties as needed to support the team and organization.

## 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.
- Complete SHS maintenance forms when damages to structures or equipment require repair, and report to the Operations Manager.
- Take appropriate action in the event of emergencies, such as break-ins, thefts, power failures, fires, or floods. Contact the sheriff's department at Crime Check 456-2233 or 9-1-1 when police authority is needed, and your direct supervisor.

## Benefits

- Paid vacation, holiday, and sick time
- Healthcare, Dental, and Vision
- Simple IRA
- Basic Veterinary Care services after six months of successful employment



**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 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.*

I possess a full understanding of the job description of the Shelter Exam Technician

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Signature of Employee

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Date

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Signature of Supervisor

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Date