JOB TITLE:	**VETERINARY TECHNICIAN** for Non-Profit Organization
FULL TIME/PART TIME:	**FULL TIME**
REPORTS TO:	**Director of Operations**
LOCATION:	**ATLANTA, GA**
SALARY:	

POSITION SUMMARY

Furkids is one of the largest no-kill animal shelter in the Southeastern U.S., saving the lives of more than 4,500 cats and dogs each year. The Veterinary Technician is responsible for contributing to the achievement of Furkids objectives by providing consistent and quality medical care to the animals. The Veterinary Technician ensures that the health and well-being of the animals is maintained in line with Furkids standards and best practices.

The Veterinary Technician will be required to directly interact with the animals in shelter care while assisting volunteers and staff. The ideal candidate will have outgoing interpersonal skills, be passionate about people and animals, especially about cats and dogs and their behavior, and possess prior management experience.

DUTIES

In accordance with directives from Manager of Operations:

- Prepares and maintains accurate medical records, clinic and animal files, as well as pharmaceutical logs and vaccinations records.
- Performs surgical related duties of cleaning instruments and wrapping packs, and monitoring patients under anesthesia and recovery. Trains in the efficient induction and prepping of animals for surgery.
- Checks animals for illness, infestations, injuries or abnormalities, and performs diagnostic tests as directed by the veterinarians. Inoculates, medicates, feeds, and cares for animals as indicated by the veterinarian.
- Maintains proper animal identification.
- Keeps animal cages clean and sanitized, and cleans and maintains clinic facilities and equipment.
- Participates in euthanasia and preparation of animals if required.
- Meets and talks with clients and/or adopters during admission recheck exams, vaccination clinics, and surgical release, giving accurate and understandable instructions for post-surgical care and treatments.
- Furnish information concerning the work of the clinic and shelter; provide basic animal care advice and make referrals as appropriate.
- Perform pre-surgical duties on animals selected for surgery.
- Assists the veterinarian when needed and performs post-surgical duties to ensure proper recovery of the animals.
- Provides the veterinarian with equipment, routine and special surgical instruments, surgical packs, and lab and clinic material.
- Properly maintains all medical and surgical records as well as daily usage of narcotics and other controlled substances in the appropriate forms.
- Receives animals scheduled for surgery, and transports animals from Furkids to emergency.

- Maintains clinic records and prepares reports as required.
- Dispenses prescribed medications.
- Stocks clinic supplies and performs minor maintenance tasks on all surgical equipment and refers any problems appropriately.
- May perform any of the above duties in an off-site capacity, such as a remote vaccination facility.
- Maintains all safety standards at all times.
- Perform customer service to the standards set forth by Furkids.
- May drive company vehicle in performance of company business.
- Performs duties related to the general operation of the department by performing duties of other staff in their absence.
- Performs other duties as assigned.

Organizational Leadership

- Analyzes problems and initiates strategies for work improvement
- Keeps Director of Operations informed of concerns, medical issues, progress of strategies for improvement and customer issues
- Performs all veterinary technician duties as necessary to facilitate smooth functioning of the program
- Represents the Furkids organization in a professional and courteous manner at all times
- Provides quality service to customers, volunteers and other staff members
- Follows safety guidelines, takes immediate action to correct any safety concern that could place an employee, volunteer, customer and/or the organization at risk
- Other duties as assigned

Knowledge, Skills, and Abilities

- Ability to work at the scheduled time and seldom absent from work and can be depended upon to complete work in a timely, accurate, and thorough manner and is conscientious about assignments.
- Work effectively and relate well with others including superiors, colleagues, and individuals inside and outside of Furkids and exhibits a professional manner in dealing with others and works to maintain constructive working relationships. Possesses a genuine desire to help people and animals.
- Recognize or be willing to gain working knowledge of normal and abnormal health and behavioral conditions of the patients, pre- and post-surgery.
- Possess or be willing to gain working knowledge of animal welfare laws, various species and breeds of common animals, how to handle animals properly, how to recognize common diseases, and how to handle clinic equipment including the computer.
- Effective verbal and written communication skills with superiors, colleagues, and individuals inside and outside of Furkids and has tact and above average communication and customer service skills.
- Animal technician experience and animal grooming experience desirable.
- Knowledge of the diseases and disorders of animals, spay and neuter and related procedures, and animal handling and restraint.
- Knowledge of disinfecting procedures; antisepsis and asepsis.
- Skill and ability to use a computer and work in a Windows environment
- Ability to work in a fast-paced, multi-task work environment

- Ability to exercise good judgment when dealing with the public, staff and volunteers
- Ability to prioritize and perform duties efficiently and effectively with a high degree of independence
- Ability to exercise good judgment when dealing with confidential information regarding the public, employee issues and animal related concerns
- Ability to perform physical work: scrubbing, mopping, and lifting between 25 – 50 lbs. with reasonable accommodation
- Ability to work with animals, disinfectants and cleaning supplies
- Ability to stand up and walk around for up to 8 hours a day
- A commitment to the mission of the Furkids and to animal health and welfare

WORKING CONDITIONS

- Work is performed at an animal shelter. Potential exposure to zoonotic diseases, dangerous and fractious animals, high noise levels, hazardous chemicals, and sharp objects. Field conditions may be encountered.
- Able to lift up to 50 lb., long periods of standing, bending, stooping, reaching and animal handling and restraint in animal shelter setting. Able to handle all sizes and activity levels of animals.
- The Veterinary Technician works in our cat shelter and this position will involve direct interaction with shelter animals, assisting other staff and volunteers with the healthy management of animals.
- The Veterinary Technician is a full-time position, requiring office hours of 8:00 am – 5:00 pm. Monday through Friday and some weekends.

SALARY & BENEFITS

Furkids Veterinary Technician position earns a starting salary of $14 an hour or commensurate with experience.

Thank you for your interest in pursuing a rewarding career at Furkids Animal Rescue and Shelters. Please direct all career inquiries to Ali Sullivan at ali@furkids.org.