



300 Old Route 10, Enfield, NH 03748

Position Title: Veterinary Technician

Reports to: Veterinary Medical Manager

Schedule: 36-40 hours per week

Primary Purposes: Working under the supervision of the veterinary medical manager and/or a veterinarian.

The core priorities for this position are:

1. Examinations & Surgery – Provides skilled anesthesia monitoring and emergency support, monitors overall animal health and wellness.
2. Education - Provides client education for public clinics. Provides medical information to fellow members of both the medical team, and ACTs.
3. Medical Inventory - Manages medical inventory. Will work closely with the Medical Manager in this area.
4. Basic Restraint - Able to safely restrain animals for venipuncture, IM injections, examinations, etc.
5. Provide Direct Care - Participate in advanced medical procedures such as surgery, Humane Euthanasias, and COHAT.
6. Basic First Aid - Administer basic first aid to shelter animals, and triage medical cases who may need to seek Veterinary Care. Will work closely with the Medical Manager and/or Veterinarian in determining when alternate Medical Care is needed.
7. Laboratory Management - Ability to run in house fecals, and other microscopic examinations. Familiarity with running in-house bloodwork. Running in house snap tests (i.e. Heartworm tests, and FeLV/FIV/FHW, Giardia). Packaging and storage of any samples that we will send to the outside Laboratory.
8. Medical Records - Maintaining Medical Records both for shelter animals, and for public clinic animals.
9. Work Space - Maintain a clean and organized work environment.
10. Grant and Fundraising Support - Work closely with the medical manager to provide information on equipment needed to ensure smooth operations.
11. Additional Responsibilities based on the needs of the organization, and the individual's knowledge and abilities.

Qualifications Required:

Knowledge & Experience:

- At least two (2) plus years of veterinary experience, CVT preferred
- Knowledge and Experience of basic restraint in cats, dogs, rabbits, and guinea pigs (fear free methods a bonus).
- Experience with venipuncture
- Knowledge of intakes on any pet being surrendered to the shelter
- Experience with surgical prep in shelter medicine, and anesthesia monitoring in shelter medicine

Key Competencies:

- *Self-motivated:* Demonstrates initiative to take action, address problems & utilize time effectively, without requiring ongoing direction
- *Focus on Safety & Humane Treatment of Animals:* Demonstrates a commitment to ensuring that tasks are completed with the highest regard for animal, personal, and staff safety, and the well-being of animals
- *Attention to Detail:* Is thorough in ensuring work tasks are completed
- *Communication:* Articulates information effectively with staff, volunteers and members of the public. Recognizes when communication needs to take place
- *Adaptable/Flexible:* Able and willing to modify work priorities in a given day based on customer or shelter needs
- *Time Management:* Manages self to ensure all key tasks are completed

Physical Requirements: Ability to lift 40 pounds and sit or stand for extended periods of time

Work Hours: 36-40 hours per week

Acknowledgement: This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Nothing in this position description, nor by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

All employment at Upper Valley Humane Society is at-will.

By signing below, I acknowledge that:

1. I have received, read, and understand my position as described in this job description
2. I will support the UVHS mission and policies and represent UVHS with positivity

Employee Signature

Date

Supervisor Signature

Date