Job Description
Revised July 28, 2017

Job Title: **Triage Veterinary Technician**
Job Classification: FT, hourly
Job Relationships: Reports to Triage Supervisor

Job Summary: The Triage Vet Tech works within a team setting to oversee the health, well being, and general care of animals through the maintaining of daily medical treatment, providing a safe / sanitary facility and insuring proper care and humane handling of all animals entering the Center. Responsible for maintaining a safe and sanitary facility for animals and people while providing humane handling and care for all Center animals on a daily basis. The Triage Vet Tech has a strong knowledge of the policies and procedures of the McKamey Animal Center, has a positive working relationship with Management and Animal Caretaker staff and reflects good leadership skills. The Triage Vet Tech will promote the teaching of responsible pet ownership. As needed will assist admissions or the general public when admitting animals and promote responsible pet ownership.

Salary: A. Trained / Experienced but Non-Licensed Vet Tech - $11.00 per hour training salary (90 days) then $12.00 per hour.

B. Educated but Non-Licensed Vet Tech - $11.00 per hour training salary (90 days) then $12.00 per hour.

C. State Licensed Vet Tech - $13.00 per hour training salary (90 days) then $14.00 per hour.

Job duties:

1. **Animal Care**
   - Provide care for animals housed at the Center.
   - Perform daily work according to established methods (this includes cleaning kennels/cages, washing/drying bedding, sterilizing food bowls and litter boxes, bath, exercising and moving animals).
   - Assure all animals are cared for regarding food, water, daily exercise, and appropriate living conditions.
   - Monitor the health and behavior of the animals.
   - Socialize the animals and create a positive living environment.
   - Prepare animals through proper vaccination and treatments for intake into the Center.
   - Assist with heartworm testing of adult canines.
   - Assist in conducting health screenings on incoming animals.
   - Maintain a clean, orderly, appropriately stocked work environment.
   - Maintain records on the animals.
   - Serve as a representative of the Center, displaying courtesy, tact, consideration, and a positive attitude in all interactions with customers, staff and animals.
   - Follow guidelines concerning safety and handling of hazardous materials.
   - Work collaboratively to ensure that each visitor, animal, and staff member has a positive experience while onsite.
   - CREMATORIUM – Process animals for cremation (load, cremate, unload, dispose of remains or process remains for owner pick up).

2. **Client Care**
   - Assist with intake as needed, providing helpful and educational guidance in a friendly, positive manner.
   - Serve as a representative of the Center, displaying courtesy, tact, consideration, and a positive attitude in all interactions with clients, staff, and animals.
   - Attend special events as assigned.

➢ Follow guidelines concerning safety and handling of hazardous materials.
➢ Work collaboratively to ensure that each visitor, animal, and staff member has a positive experience while onsite.

3. Other duties as assigned by the Triage Supervisor

Qualifications/Requirements: *Veterinary Technician: State Licensed or Educated, Trained and/or Experienced for a minimum of two - five (2-5) years in an animal emergency hospital, shelter or veterinary office.* Strong interest in animal care and welfare with an outlook that is energetic, upbeat and positive. Experience interacting with the public.

Knowledge and Skills:
➢ Strong interpersonal skills. Must be able to relate and confer with the Veterinarian, managers, and Center staff in a positive and constructive way; exercise good judgment when dealing with the public and executing written and verbal orders of the veterinarian.
➢ Ability to make sound judgments and work independently and in a team setting in a fast-paced environment with demonstrated ability to juggle multiple competing tasks and demands.
➢ Proven organizational skills and attention to detail (effective record keeping ability).
➢ Ability to use sound judgment when dealing with confidential information.
➢ Support the mission of the McKamey Animal Center and be able to professionally advocate the Center's position on issues.
➢ Knowledge of animal health, care and welfare and ability to work with animals.
➢ Strong animal handling skills.
➢ Knowledge of animal breeds and colors.
➢ Computer knowledge, experience with shelter software helpful - Microsoft Windows Office Suite.
➢ Ability to maintain composure in an often stressful and emotional work environment.

Other: Must be at least 21 years of age (required for insurance purposes); valid Driver's License and insurable driving record; willing to perform compassionate humane euthanasia of animals and to become euthanasia certified within 3 months of employment.

Work Environment: Exposure to high noise levels, zoonotic diseases, and animal bites/scratches when handling animals; exposure to cleaning agents; exposure to all weather conditions when outdoors; bending, reaching, walking or standing up to 8 hours a day.

Physical Activities: Occasional lifting of up to 100 pounds with assistance; potential for standing/walking up to ten hours a day; scrubbing kennels and mopping; sitting at a desk; driving a car; performing physical examinations on animals; animal restraint; handling syringes and needles.

Pre-employment Requirements: The McKamey Center conducts criminal background checks and requires documentation/submission of a current Tetanus vaccination and current Motor Vehicle Report reflecting an insurable driving record for insurance purposes (Vet Technicians drive animals from MAC to local emergency facilities for X-rays/medical procedures.

McKamey is an Equal Employment Opportunity employer.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the position.

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Revised – PCHurn – 7-28-17