



JOB DESCRIPTION

Job Title: Health Services Technician

Last Updated: 08/2017

Reports to: Shelter Veterinarian

Scope of Position: Responsible for providing high quality care to the animals in the shelter. Responsible for processing all incoming animals and administering vaccines and medication to the animals. Responsible for ensuring proper cleaning protocols for all kennel areas, especially isolation areas. Ensure alert and timely notification of lost animals and microchip information to facilitate redemptions. This is a full or part-time position.

Duties and Responsibilities:

A. Daily Animal Care

1. Complete admitting process on all incoming animals, including physical exams, vaccinations, blood draws, de-worming, medical, and behavior evaluations.
2. Administer medications and monitor progress of all shelter animals, keeping a daily log of all necessary treatments.
3. Calculate, administer, and record all drugs and medications.
4. Perform lab tests including fecal exams, feline leukemia, and heartworm tests.
5. Perform animal euthanasia once certified and trained per shelter euthanasia protocol.
6. Prepare specimens for all rabies suspect animals.
7. Provide appropriate food, water, and bedding to animals that stay within admitting and isolation areas.
8. Responsible for micro-chipping all animals prior to adoption.
9. Assist with surgical prep, animal restraint, intubation, and other duties as assigned.
10. Clean and maintain all kennels within admitting and isolation areas in a timely manner, providing proper animal husbandry while following approved procedures and using appropriate products.

B. Communication with the Public

1. Comply with all HSSW policies, procedures, and protocols.
2. Field general inquiries from public, always maintaining a calm, courteous manner.
3. Assist the public with questions about medical concerns, either at the shelter or by phone.
4. Assist with retaining and training volunteers as appropriate.
5. Assist with opening duties and closing duties.
6. Observe HSSW dress code.

C. Internal Communications

1. Advise appropriate shelter staff about animal medical or behavioral concerns.
2. Monitor inventory of supplies and notify appropriate personnel when supplies are needed.

3. Enter all information into the computer as necessary.
4. Keep all animal medical records updated and accurate including treatment records.
5. Document all health issues in a thorough and timely manner.
6. Answer questions from other staff and volunteers in a calm and courteous manner.
7. Communicate effectively and completely on all documentation, including date, time, and initials for every note or memo written.
8. Other duties as assigned.

D. General Duties

1. Ensure the cleanliness and organization of assigned work area including daily removal of trash and clutter and restocking of supplies.
2. Maintain inside and outside of building in a clean and orderly manner.
3. Repair or report any broken or damaged equipment in a timely manner.
4. Responsible to assist with laundry, dishes, carrier cleaning.
5. Restock all work areas.
6. Handle animals in a safe and humane manner.
7. Promote the mental health of the animals by providing enrichment to include utilizing exercise areas/walks, activities, and human companionship.
8. Participate in behavior shaping/training of animals to enhance their adoptability.
9. Other duties as required.

Qualifications:

1. High school or equivalent with advanced training and/or experience preferred.
2. Critical evaluation and observation skills.
3. Must be able to handle a wide variety of animals including dogs, cats, small mammals, birds, reptiles, feral cats, and wildlife in a safe and humane manner.
4. Basic knowledge and ability to understand aspects of disease and the cause and treatment of animal-related problems.
5. Good public relations and communication skills.
6. Computer literate.
7. Valid driver's license and a good driving record.
8. Understand and support the values, philosophies, and policies of HSSW.
9. Must be able to lift and carry 50lbs safely.
10. Acquire and possess a thorough understanding of - and dedication to - the philosophies of animal welfare.

I have read, understand, and accept this job description and understand it will serve as the guide for my professional development. I further understand that HSSW has the unilateral discretion to modify this job description at any time.

Signature

Date