



Job Description

Job Title: Well Pet Clinic Veterinary Technician

FLSA Status: Full-Time, Non-exempt

Date last reviewed: July 8, 2016

Position Summary

The Veterinary Technician supports the veterinarians at Well Pet Clinic and is responsible for assisting during surgeries and facilitating office exams and drop-in visits for clients. This position reports to the Well Pet Clinic Medical Director.

Essential Duties and Responsibilities

- Performs all pre-surgical duties and conducts pre-surgical physical exams on animals and prepares animals for surgery.
- Calculates, administers and records pre-anesthetic drugs.
- Monitors anesthesia during surgery, through post-anesthesia and recovery.
- Cleans and prepares surgical instruments and ensures supplies are ready for use.
- Maintains communication with veterinary team members about animal care and treatment.
- Assists veterinary and animal care team members with other duties as assigned.
- Educates clients on pre and post- surgical care of their animals.
- Responds to emergency situations, administering triage care.
- Performs dental cleanings.
- Prepares laboratory samples and evaluates in-house lab work.
- Prepares and operates digital radiology equipment, and follows radiology safety procedures.
- Administers and records medications and treatments as assigned.
- Facilitates office exams for clients and veterinarian.
- Performs vaccinations, testing, and other services provided to WPC's drop-in clients.
- Maintains appropriate records, documents, and data entry for patients.
- Assists with euthanasias.
- Maintains satisfactory level of care by attending continuing education.
- Inventories and orders supplies as assigned.

Job Qualifications

Education and Experience:

- Current certification and member of CACVT in good standing.
- At least 1 year of work experience; previous work experience in the animal welfare field preferred.

Knowledge, Skills and Abilities:

- Effective communication, organization, and strong customer service skills.
- Strong verbal and written communication skills; Spanish language speaking ability a plus.

- Shows initiative and is a conscientious worker.
- Ability to handle multiple tasks at once in a fast-paced environment.
- Detail oriented and exercises good judgment when dealing with the public and animal-related concerns.
- Ability to lift and carry 50 pounds.

Working Conditions:

- Office and animal shelter environment.
- Potential exposure to high noise levels and zoonotic diseases.
- Occasional lifting of up to 50 pounds.
- Frequent use of computer.