



JOB DESCRIPTION

JOB TITLE: Clinic Technician

DEPARTMENT: Shelter Operations

ACCOUNTABILITY: Clinic Manager

FUNCTION: Under direct responsibility of the Clinic Manager, the Clinic Technician's primary responsibility is assessing and providing for the medical needs of the animals in care of the RHSPCA. This position is responsible for performing intake and wellness exams; identifying medical concerns; administering vaccines and treatments in accordance with established protocols. The position is also responsible for the cleaning and upkeep of clinic areas and supplies.

DUTIES AND RESPONSIBILITIES

General:

- Performs duties in a manner which promotes a positive culture and encourages attainment of RHSPCA goals.
- Ensures quality care and humane treatment for the animals in the care of the RHSPCA.
- Works courteously and cooperatively with the staff, volunteers, fosters, adopters, partners and donors to ensure that all RHSPCA policies and procedures are followed, and new ones implemented successfully.
- Multi-tasks, take and follow directions, adapts, and accommodates changing demands and make appropriate prioritization decisions.
- Performs all duties in a manner that that always ensures human safety and minimal stress on animals.
- Responsible for daily cleaning and sanitation of clinic areas including dog and cat intake rooms.
- Responsible for restocking medical and cleaning supplies, assisting with inventory counts, and bringing to the attention of the Clinic Manager supplies that need to be ordered.
- Utilizes volunteers effectively and as needed.

Animal Medical Care and Records:

- Performs intake exams, vaccinations, and treatments for animals within twenty-four hours of intake to the shelter. [Except for when shelter is closed].
- Ensures treatments, vaccines and tests are scheduled and administered on time.
- Performs medical exams, microchipping, vaccinations, blood draws, blood testing (Idexx SNAP Tests), baths, nail trims, ear cleaning and other basic tasks safely and humanely.

- Identifies illness and dispenses medications in accordance with medical protocols established by Clinic Manager under the supervision of the Shelter Veterinarian.
- Performs baths, nail trims, ear cleanings,
- Assists with veterinary exams and enters veterinarian notes in shelter management software.
- Assists with movement of animals to and from clinic areas.
- Immediately brings to the attention of Clinic Manager medical concerns needing prompt attention.
- Responsible for accurate, timely record keeping and maintaining integrity of animal medical records.
- Performs daily 'Tasks' as assigned in shelter management software. [These include exams, vaccinations, treatments, diagnostic tests and miscellaneous to dos.]

Other Responsibilities:

- Assists Clinic Manager with scheduling appointments with veterinarians in house and off site; compiling weekly spay-neuter surgery list and 'status' review of animals.
- Makes recommendations to Clinic Managers for animals in need of foster or rescue placement.
- Schedules off site veterinary appointments and transports animals for appointments as assigned by Clinic Manager.
- Serves as primary contact for shelter operations staff regarding medical concerns and observations in the absence of Clinic Manager.
- Assists with foster appointments.
- Drops off samples for offsite lab testing to shipping couriers.
- Assist with euthanasia. Position is not required to perform euthanasia.

Communication:

- Communicate with and work closely with RHSPCA shelter staff regarding people service (including customers, volunteers, fosters, veterinarians) and animal care.
- Communicate well in person, via email and telephone with individuals within the organization and outside to ensure success of the programs.

Flexibility in scheduling is a must. Perform related work as required. Job responsibilities and opportunities may change as organizational needs change and grow.

QUALIFICATIONS:

The Clinic Manager needs to be able to perform the essential duties satisfactorily. The qualifications listed below are representative of the knowledge, skill and ability required:

- Two years of veterinary assistant experience preferred.
- Proficiency in Gmail.
- Ability to work independently without close supervision.
- Ability to work collaboratively with a positive and upbeat attitude.

- Knowledge of dog and cat behavior and safe handling practices is required.
- Must be available to work alternating weekends. Available to work some holidays to administer medical treatments.
- Ability to use sound judgement in all decision making while working independently in a fast-paced environment.
- Hold a valid driver's license and reliable transportation.

PHYSICAL REQUIREMENTS:

Ability to lift 35 lbs., stand for long periods of time, move quickly, work with and around animals (including diseased, injured and/or potentially aggressive animals), loud noises, chlorine or other chemicals.

COMPENSATION

This is an hourly position offering a competitive rate based on experience. After a period of employment, the Clinic Technician is eligible for medical insurance and PTO.

NATURE OF EMPLOYMENT

The Clinic Technician is an exempt position, which generally requires a minimum of 40 hours per week and may include weekend, evening and holiday work.

There is no minimum period of employment guaranteed or implied by acceptance of an offer of employment. It is the policy of the R-H SPCA that employment for this position is at will, which means that employment for no specified term and the employee or agency may terminate that employment at any time without cause. This job description serves as a guide.

Employee Signature: _____

Employee Name: _____

Date: _____