**Monmouth County SPCA**

## Position Description

**Shelter Veterinary Technician**

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| **Department: Shelter Medical** | **Reports to:**  **Shelter Veterinary Technician Supervisor** |
| **Type: Full time or Part time, non-exempt** | **Shift: 8:30am- 5:30pm or 10am-7pm, including some weekend days** |

**Summary: The Shelter Veterinary Technicians are front-line staff that evaluate and carry out all the medical needs of shelter animals. They work in a fast- paced team setting, often needing to make important decisions and plans for each shelter animal’s individual needs under guidelines of the Shelter Veterinarians; many times without direct supervision.**

**Responsibilities:**

**• Daily cleaning and disinfecting of technician room and ringworm isolation cages**

**• Vaccination of all incoming animals immediately as they come into shelter to provide protection from disease**

**• Performing exams on every animal that comes into shelter --blood tests, deworming, flea product, microchipping, and noting any medical problems that exist.**

**• Performing x-rays for shelter animals**

**• Monitoring all animals’ health by checking weights, bloodwork, deworming, heartworm preventative, trimming nails, etc...as needed as per SPCA standards**

**• Medicating of all animals, morning and evening, while consistently evaluating the progress of those animals**

**• Consulting with the medical team on animals that have more complex medical issues, then carry out treatments and instructions**

**• Setting up spay/neuter for shelter animals Monday through Thursday which entails-- fasting the animals the night before, creating their surgery orders, and re-weighing animals as needed for anesthesia doses**

**• Keeping accurate medical records in each animal’s file during their stay**

**• Imputing all medical records into Cornerstone**

**• Assisting and performing euthanasia for shelter animals**

**• Carrying out medical treatment for wildlife, or if performing euthanasia if needed**

**Position Requirements: Variable. Ideally, candidate should have at least 1-2 years experience with veterinary assistant or technician duties. Candidates with animal care experience willing to train can be possibilities as well.**

**Supervisory Responsibilities: Assistant Veterinary Technician Supervisor has authorities over Shelter Veterinary Technicians and is a salaried position (exempt).**