MCSPCA

Hybrid Kitten and Puppy Foster Technician/General Veterinary Assistant

Department: Kitten Foster/VVCC/Shelter Medical

Reports To: Foster Supervisor/Shelter Vet Tech Manager/ VVCC Manager

Type: Full Time

Shift: Variable hours. Subject to change based on time of year

This position is a HYBRID role. During the months of April through November- shifts would be primarily working in the Kitten and Puppy Foster Program to support the Foster Supervisor in the following ways:

- Help with computer input and maintenance of foster accounts and foster medications
- Help administering medical care to all foster puppies and kittens and potential foster kittens in MCSPCA’s kitten building
- Provide excellent customer service in dealing with foster parents
- Provide support to foster homes in terms of feeding, bottling, medications, etc
- Help with exams for foster kittens in all aspects (vaccines, deworming, weights, microchips, etc)
- Help with exams for foster puppies in all aspects (vaccines, deworming, weights, microchips, etc)
- Help with the Facebook website communication, must be very comfortable with social media
  **Must be willing to be available to oversee Facebook Messenger every other Sunday
- Provide additional support with difficult and critical fosters, including taking occasional emergency phone calls from fosters after hours
- Ability to work in a fast paced environment

For the slower kitten months, from November to April- shifts would be working as a general veterinary assistant in either VVCC or Shelter Technician Department within the MCSPCA. Candidate should exhibit the following:

- Ability to carry out tasks at direction of a veterinarian or supervisor, including but not limited to: Blood draw, vaccine administration, various laboratory tests, restraint for dogs and cats (sometimes fractious), filling prescriptions, etc
- Excellent client service
- Medical data entry knowledge, good computer skills
- Ability to work in fast paced environment with ability to multi-task
- Ability to work Saturdays if needed, and occasional later evenings
Position Requirements:

1 year plus, of kitten foster experience, knowledge of how to handle kitten critical cases a plus

Preferably 1 yr plus of Veterinary assistant or technician experience

Must be skilled with data entry and social media

Ability to provide excellent client service (for communication with foster homes)

Hourly: $15-17 commensurate on experience