**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: Varies: 8:30am- 5:30p, 9am-7pm, 7:30am-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 performing euthanasia if needed**

* **Preparing rabies specimens for analysis for wildlife only, if exposure to human or animal exists**

**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. Candidates must also be able to lift up to 40 lbs unassisted.**

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