



Wayside Waifs Inc.

POSITION SUMMARY

Title: Veterinary Technician
Department: Vet Clinic
Reports To: Veterinary Technician Manager
Updated on: December 2016
Schedule: Non-Exempt, Part-Time 20 hours
Sunday 11:30a – 6:00p
Monday & Tuesday: 2:00p – 6:00p
Wednesday 10:00a-4:30p
Approved By: Vice President of Animal Welfare

The Mission of
Wayside Waifs

Wayside Waifs is a charitable animal shelter whose purpose is to place adoptable companion animals in responsible homes by providing temporary shelter, educating the public, and developing partnerships.

POSITION SUMMARY

Our Veterinary Technicians are responsible for maintaining the highest of animal care standards for the animals housed at Wayside Waifs. This position works closely with the veterinarians and animal caregivers to assure the highest standards of animal health and husbandry, while providing excellent customer service with the adopters, fosters or staff regarding questions, concerns or any medical inquiry.

PRIMARY ACCOUNTABILITIES

1. Ensure that all animals experience a high degree of care, compassion, and support to achieve overall operational goals for the organization.
2. Ensure smooth and efficient operations of all animal care:
 - a. Ensuring all animal care tasks are completed properly and in a timely fashion.
 - b. Ensuring all supplies are stocked and available for use.
 - c. High level of communication with Vice President of Animal Welfare, Veterinarian Technician Manager, Veterinarians and other team members
3. Ensure compliance with all regulatory, safety, security and operational standards related to animal care.
4. Establish and demonstrate effective working relationships with the public and co-workers, including managers, peers, volunteers, staff in other operational departments, and administrative staff.
5. Ensure all disease control protocols are followed.
6. Attend training required to enhance knowledge and animal handling skills.
7. Comply with all Wayside Waifs policies and best practices, including a high standard of dependability for promptness and attendance.



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PRIMARY TASKS & DUTIES

- Assist with sedation and prep animals for surgery
- Monitor animals recovering from surgery
- Enter medical information into computerized medical record
- Clean and put together surgery packs
- Clean and sanitize all kennels and areas of the vet clinic
- Administer medications
- Answer phone
- Assist veterinarians with medical assessments
- Complete physical exams on animals being discharged for adoption
- Lab work: blood, fecal and cytology tests
- Any other tasks assigned by a Veterinarian or the Vet Tech Manager

ESSENTIAL FUNCTIONS/ KEY COMPETENCIES

- Strong communication skills
- Customer service skills -- Ability to work with staff, adopters, and foster parents
- Demonstrate a high level of skill at building rapport with the animals and other Wayside Waifs employees.
- Demonstrate initiative and problem solving skills to better serve animals and the organization
- Strong attention to detail and task orientation.
- Ability to work under pressure
- Must be able to work in a team environment.

SCHEDULE

- To be determined.

POSITION REQUIREMENTS

Physical

- Must be able to lift 50lbs to waist height in order to move animals from kennels, lift food bags, and push and pull a force (i.e. pushing water with the squeegee).
- Repetitive bending, kneeling, stooping and similar movements required
- Must be able to physically restrain animals weighing up to and including 100 lbs
- Able to work with exposure to wet and/or humid conditions and outside weather condition.
- Significant amount of standing during a typical day, exposure to fumes, animal smells airborne particles and zoonotic diseases.
- Noise level is moderate to high.
- Exposure to animal waste.

Education

- High School diploma or GED



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