



## 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 Rockingham-Harrisonburg SPCA. Working closely with the Clinic Manager and veterinarians, this position is responsible for ensuring the medical needs of the animals in our care are identified and met in a manner that optimizes the likelihood of a positive outcome for the animal.

## DUTIES AND RESPONSIBILITIES

### General:

- Perform duties in a manner which promotes a positive culture and encourages attainment of R-H SPCA goals.
- Work courteously and cooperatively with the staff, volunteers, fosters, adopters, partners and donors to ensure that all R-H SPCA policies and procedures are followed, and new ones implemented successfully.
- Ensure quality care and humane treatment for the animals owned by the R-H SPCA.
- Work closely with the shelter veterinarian and animal care manager to ensure health of the animals in our care and optimize flow of animals through the shelter.
- Position responsibilities include, but are not limited to animal care, administration and dispensing medications, vaccinations, blood draws, testing and diagnostics, general exams, and symptom observation, scheduling appointments, inventory, record keeping, and assist with humane euthanasia when necessary.
- Ability to multi-task, take and follow directions, adapt, and accommodate changing demands and make appropriate prioritization decisions.
- General clean-up and animal care as needed and the ability to maintain a sanitary workspace.

### Administrative:

1. Responsible for accurate record keeping, maintaining data integrity of animal records and statistical reporting for all program(s) related activities.
2. Serve as primary contact for operations staff regarding medical concerns and observations for the animals in the absence of Medical Technician.

3. Coordinate scheduling of medical appointments for animals in the care of the RHSPCA.
4. Properly identify all animals and maintain proper paperwork and accurate control of medical supplies.

Communication:

1. Communicate with and work closely with R-H SPCA shelter staff regarding people service (including customers, volunteers, fosters, veterinarians) and animal care.
2. 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.

#### TRAINING AND EXPERIENCE

R-H SPCA is seeking a progressive, quick thinking, dynamic individual who brings animal handling and people skills along with passion, commitment and enthusiasm for our mission and accountability for their work. We are seeking someone who can lead and work well with a team. Independent thinking and resourcefulness to overcome roadblocks are a must.

The ideal candidate will have 2 years of animal care and/or veterinary setting experience. Excellent time management and oral and written communication skills and the ability to develop and build teams to support common goals is required.

#### 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, inclement weather along with evening, weekend and holiday work times.

#### COMPENSATION

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

#### NATURE OF EMPLOYMENT

The medical technician is an exempt position, which generally requires a minimum of 40 hours per week and may include travel, 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: \_\_\_\_\_