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**Title:** Veterinary Technician  
**Reports To:** Medical Director  
**Supervises:** none  
**Status:** non-exempt

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**Major Functions:**

Duties of this position include providing medical care to animals; assisting veterinarians in the health care of animals and the analysis of animal disease; rendering emergency treatment in life-threatening situations to sustain life; performing follow-up treatment as prescribed by a veterinarian; ensuring all animals within the facility are treated with respect; performing related work as required. The ideal candidate must have the ability to work under stress and pressure, ability to work with minimal supervision, excellent organizational skills, perform routine clinical laboratory tests, and maintain records and files using a computer. Applicant must be able to function calmly in situations that require a high degree of sensitivity, tact and diplomacy, and must maintain the clinic in a clean and orderly manner. The Veterinary Technician also acts as a liaison between animal care staff, medical staff, agencies and the public as directed by the Medical Director. The Veterinary Technician is involved with the advanced training of veterinary assistants and other staff and volunteers.

**Duties and Responsibilities**

- Handle and track controlled substances for large volumes of surgical patients
- Efficiently pre-medicate, induce, and intubate any and all patients as necessary
- Able to monitor anesthesia, with a clear idea of abnormal conditions
- Ensure prompt and accurate paperwork procedures are followed each day
- Communicate in effective and professional manner with public, trainees, and all Harbor Humane Society (HHS) staff members
- Represent HHS in a professional and courteous manner at all times
- Follow all written and verbally communicated departmental standard operating procedures
- Communicate with clients and assist with rechecks as needed
- Knowledge and ability to intake and release patients, including delivering post-operative instructions in a competent and friendly manner
- Train veterinary assistants, new staff members, and trainees to utilize our patient care protocols
- Able to respond appropriately during an emergency, able to take directions from a veterinarian and direct others during the event, and maintain competency during CPR procedures
- Able to glove in sterily and assist doctor with surgery when appropriate
- Handle medical calls if directed
- Effectively “team lead,” displaying a positive attitude and acting as a motivating force for all staff members
- Able to efficiently run a clinic team and maintain surgical flow and create surgical schedules
- Able to perform all job functions of a veterinary assistant
- All other duties, as assigned by supervisor

**Qualifications:**

- LVT in good standing with the State of Michigan or comparable experience
- Must be able to appropriately and safely restrain animals of various species, size, age, and medical condition
- Knowledge of or experience with controlled drug ordering, logging, reporting and following laws, both state and federal.
- Knowledge, skills, and abilities sufficient to carry out the above responsibilities.
- Strong communication skills.
- Effective verbal and written communication skills.
- Able to organize, prioritize, and manage multiple tasks.
- Set and meet deadlines.
- Work autonomously and perform well under pressure.
- Detail-oriented and resourceful.
- Proficient in MS Office programs.
- Highly motivated and a self-starter who possesses the ability to multitask and operate in a fast-paced environment.
- Deals positively with other departments and public.
- Ability to work under high stress situations and multi-task.
- Commitment to Harbor Humane Society's mission and values.
- Knowledge of animal welfare issues a plus.

**Working Conditions:**

Work schedule may be flexible, and may require occasional evenings, weekends and holidays. This position is classified "non-exempt". The physical demands of the position include sitting, standing, and walking; occasional lifting, carrying, pushing and pulling of 50 lbs.; and stooping, kneeling, reaching, handling, speaking, hearing, and seeing.

*This job description outlines the general duties of this position and is not intended to imply that these are the only duties to be performed by the employee in this position.*