



NUZZLES & CO
• PET RESCUE AND ADOPTION •

Job Title	Veterinary Technician
Department	Veterinary Clinic- Rescue Ranch
Reports To	Medical Director and Staff Veterinarians
FLSA Status	Non-Exempt
Hours	17-30 hours a week (2-3 days per week)
Performance Reviews	90-day (probationary period for the first 90 days) and yearly on start date anniversary

General Summary

It is the responsibility of the Veterinary Technician to ensure the health and well-being of all cats and dogs residing at the Nuzzles & Co Rescue Ranch. Tasks focus on providing medical oversight under the direction of the Medical Director and staff Veterinarians for every animal in our program. In this position, the ideal candidate will be an experienced Veterinary Technician with excellent communication skills, ability to multitask, and the ability to learn and to lead through training other staff members about shelter medicine protocol. All employees of Nuzzles & Co work with the purpose of improving the adoptability of all animals in our program.

Essential Job Functions

- Ability to work in a high volume spay/neuter shelter setting
- Ability to triage and treat animals in an ICU setting
- Inducing, monitoring, and recovering animals from anesthesia
- Assisting in the surgical suite
- Ability to triage and treat sick animals
- Responsible for filling and dispensing medications
- Responsible for cleaning, wrapping, and sterilizing surgical instruments
- Ability to perform dental prophylaxis
- Responsible for cleaning medical suite at end of each day
- Responsible for maintaining accurate medical and vaccine and medical records.
- Maintain communication with members of the public via phone or email
- Ability to communicate with members of the public in a professional and friendly manner

- Maintain hospital inventory and order supplies
- Any other administrative work deemed necessary by the Medical Director and Staff Veterinarians

Requirements

- Comfort and experience working with dogs and cats (including unpredictable, fearful, and sometimes fractious animals)
- Anesthesia experience including: knowledge of anesthetic equipment, ability to intubate dogs and cats, basic knowledge of anesthetic drugs
- Knowledge and ability to assess animals for signs of infectious diseases
- Ability to perform phlebotomy and place intravenous catheters
- Knowledge of animal emergency procedures
- Ability to multitask in a busy, high-paced setting
- Excellent self-direction and motivation
- Attention to detail
- Interest and experience in shelter medicine a plus
- Ability to work infrequent weekends off-site in high volume spay/neuter clinics in remote locations

Additional Duties and Responsibilities

- Treat all animals humanely with compassion and concern, both on and off the job, and transmit these values to others.
- Maintain the hygiene and general healthy appearance of all animals. This includes bathing, trimming matted fur, and trimming nails.
- Provide a stable and consistent rescue environment by interacting with all animals consistently and with the intention of improving their behavior and demeanor.
- Help to provide all animals with necessary interaction and socialization.
- Maintain a professional working environment with all staff and supervisors.

Knowledge, Skills, and Abilities

- Veterinary technical experience and knowledge required, including appropriate care and housing, common health problems, clinical signs, familiarity with commonly prescribed medications, and restraint/handling techniques.
- Ability to read and comprehend instructions, short correspondence and memos.
- Ability to effectively present information in one on one and small group situations to customers, clients and other employees of the organization.
- Basic computer skills using standard Office programs such as Word or similar programs.
- Ability to learn new veterinary and shelter software programs
- Valid and functioning point of communication such as a phone number or email address.

Education and Experience

- High school graduate or GED equivalent. Preferred: minimum 2 years veterinary technician experience in private practice or high/volume spay/neuter setting.

Physical Requirements

- Must be able to routinely lift 40-50 pounds individually;
- Must be able to lift up to 100 pounds with the help of fellow employees;
- Must be able to perform strenuous manual labor;
- Must be able to stand, walk, bend, kneel, stoop and hike frequently to perform duties;
- Must be able to work outdoors in all seasons and weather conditions;
- Must be able to work around both cat and dog dander and allergens.

Working Conditions

- May be exposed to emotional and/or stressed members of the public.
- Carry a fast paced and changing workload which at times can be stressful.
- By nature of the job, there is occasional exposure to dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and infectious diseases.
- Must be available and willing to work such weekends, holidays, overtime, and attend mandatory training and meetings as the employer determines are necessary or desirable to meet its business needs.

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but is not a complete list of responsibilities, duties, and skills required of personnel so classified. No contract, either express or implied, respecting the procedures, terms, conditions, or duration of employment is created by this Job Description.

Employment at Nuzzles & Co is on an at-will basis, which means that your employment may be terminated by you or by Nuzzles & Co at any time, for any reason or for no reason, with or without notice, and without any procedure or formality. The at-will nature of your employment is not affected by any of the guidelines of this Job Description and cannot be modified by any oral promise from any supervisor or by any other writing unless duly executed by the employee and the President of the Board. Nuzzles & Co reserves the right to change, replace, withdraw, or deviate from any of the guidelines contained in this Job Description without prior notice.

Nuzzles & Co is an equal opportunity employer. All qualified applicants are considered for employment without regard to their race, religion, ancestry, national origin, sex,

sexual orientation, age, disability, marital status, domestic partner status, or medical condition.

EMPLOYEE ACKNOWLEDGMENT

Signature: _____

Print Name: _____