



## Animal Protection Society - Friday Harbor (APS-FH)

The Animal Protection Society – Friday Harbor (APS-FH) is a nonprofit organization in Friday Harbor, WA serving the animal and human communities of the San Juan Islands. APS-FH’s mission is to provide compassionate care and brighter futures for homeless animals.

**Position Title:** Clinic Manager/Shelter Veterinary Technician

**Reports To:** Shelter Manager

**Works Closely With:** APS-FH Veterinarian

**Position Type:** Position is non-exempt, 20-25 hours a week.

**Schedule:** Mon., Wed., Thurs., Fri. 8-12 Tues. 8-4 (schedule may vary)

**Pay Rate:** \$17/hr.

### Job Summary

The *Clinic Manager/Shelter Veterinary Technician* is responsible for the daily operation of the APS-FH veterinary clinic and ensures compliance with all applicable regulations, policies and laws. The *Clinic Manager/Shelter Vet. Tech* maintains the clinic’s schedule, manages inventory and equipment maintenance, maintains overall organization and cleanliness, prepares clinic and animals for surgery, assists APS-FH Veterinarian and supervises the clinic’s support staff and volunteers during surgical procedures.

As well as clinic responsibilities, this position oversees that exceptional standards of care and conditions for animals housed in the APS-FH shelter are being met. The *Clinic Manager/Shelter Vet. Tech.* works closely with the APS-FH Veterinarian to develop and implement treatment plans, coordinates staff training in relation to animal care and treatment and works with program staff to meet the medical needs of APS-FH shelter animals.

### Duties and Responsibilities

- Manages shelter clinic; facility, equipment, supplies inventory and submits weekly purchase list to Shelter Manager
- Assists in the development of animal medical care protocols and procedures and medical charting, observational files and medical and vaccination schedules and procedures for both clinic and shelter
- Provides for efficiency of clinic operations by optimum scheduling of clientele for clinical services
- Assists in the training/facilitation of shelter staff and volunteers in the implementation of medical and animal care protocols and procedures in adherence to “*The Guidelines for Standards of Care in Animal Shelters*”
- Provides leadership, direction, training and facilitation and supervision with hands-on support to APS-FH Veterinarian, staff and volunteers during surgical procedures, and in providing basic medical treatment and care for APS-FH animal clientele
- Supervises animal intakes and communicates/works with shelter staff to formulate and implement animal care plans with guidance from APS-FH Veterinarian as needed
- Facilitates the administration and scheduling of wellness exams, vaccinations, medications, routine care, spay/neuter procedures and other surgeries for foster and shelter animals
- With Shelter Manager, maintains clinical records both in database and physical charts/files for all animal clientele in relation to ongoing care and treatment
- Manages medical supply inventories and functionality of all shelter medical-care areas including: intake, quarantine and isolation areas
- Develops forms and processes to assist in providing comprehensive post-operative care, medication directions, explanation of medical conditions, issues and concerns to adopters
- Other duties as assigned

**Required Qualifications/Experience:**

- Washington State LVT preferred and/or at least five years of comparable experience in a veterinary clinic or animal shelter setting
- Experience with laboratory and clinical techniques, use of veterinary drugs, instruments, and equipment
- Prefer experience performing dental procedures
- Experience working with fractious or feral animals, and managing infectious diseases with appropriate use of safety equipment
- Familiarity with and understanding of characteristics of animal behavior
- Strong organizational skills, oral and written communication, computer proficiency, ability to interpret, follow and convey equipment operational instructions/procedures
- High level of professionalism, effective customer service and interpersonal skills
- Enthusiasm for shelter medicine and a commitment to continued education that ensures the shelter is operating with the latest and highest standards of care
- Ability to multi-task and adjust to changing priorities
- Self-directed but also collaborative. Works well independently and effective as part of a team
- Maintain valid driver's license

**Work Environment:**

- Requires a high-degree of mobility and ability to restrain, maneuver, bend, and perform rigorous physical duties
- Ability to lift 50 lbs frequently
- Frequent contact and handling of animals
- Exposure to animal sounds, smells and infectious disease