



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: Temporary 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)

Job Summary

The *Temporary 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 *Temp. Shelter Vet. Tech* maintains the clinic’s schedule, manages inventory and equipment maintenance, manages 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 *Temp. 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

- Oversees daily operations of shelter clinic; facility, equipment, monitors inventory and submits purchase requests to Shelter Manager
- Responsible for oversight of medical charting, observational files and medical and vaccination schedules and procedures for both clinic and shelter
- With assistance from Shelter Manager provides for efficiency of clinic operations by optimum scheduling of clientele for clinical services
- Ensures proper implementation of medical and animal care protocols and procedures in adherence to “*The Guidelines for Standards of Care in Animal Shelters*” and APS-FH’s policies and procedures
- Provides leadership, direction, 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
- Works directly with Shelter Manager to oversee 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 in 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
- Follows processes and distributes corresponding forms and information to assist in providing comprehensive post-operative care, medication directions, explanation of medical conditions, issues and concerns to adopters and clinic clientele
- Other duties as assigned

Required Qualifications/Experience:

- Washington State LVT preferred and/or 2+ years of comparable experience in a veterinary clinic or animal shelter setting
- Prefer experience working in an animal shelter environment
- Experience with laboratory and clinical techniques, including use of veterinary drugs, instruments, and equipment as well performing blood draws, collection of samples for routine diagnostics, and IV, IM, and SubQ injections
- 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