



**Job Title:** Veterinary Technician Assistant

**Reports to:** Executive Director

**FSLA Status:** Non exempt

### **General Summary**

The Veterinary Technician of the HSBH provides technical support to veterinarians and other entities that provide animal care related services.

### **Essential Job Functions:**

- Ability to perform basic shelter exams on incoming animals.
- Have a general knowledge of all kennel cleaning procedures and daily clean and disinfect receiving and exam areas in order to limit the transmission of diseases.
- Know the use of all equipment used in the shelter including safety equipment in order to keep the shelter clean, orderly and limit disease transference.
- Use proper humane animal restraint techniques in order to maintain safety for animals and staff.
- Administer vaccinations and medications to reduce outbreaks of illness and work with shelter veterinarian to help reduce illnesses in the shelter.
- Work closely with both the Executive Director and the kennel staff in placement of animals in the shelter to insure proper safety and care for all.
- To help more animals be reunited with their owners, train staff and assist with microchipping.
- Good working knowledge of breed and species identification and sexing of animals to better represent the Humane Society animals and increase accuracy of recordkeeping.
- Knowledge of shelter computer data entry software and ability to train staff members in order to keep consistent records throughout the shelter.
- Bathing and minor grooming of animals to help the animals be as comfortable as possible.
- Effectively manage the intake process of each animal including vaccinating if appropriate for the species in order to limit the disease and disease transmission in the shelter, perform a cursory exam on each animal admitted identifying special needs or care.
- Maintain clinical records to include all vaccinations, medications and or special treatments insuring the Humane Society has proper record management.
- Able to administer medication to animals according to veterinary protocol and work with shelter veterinarian on the proper dispensing and use of medicines making each animals stay as comfortable and safe as possible.
- Assist with euthanasia.
- Notify owners for reclaims when an animal is identified or research is performed and an owner is located ensuring such animals are reunited with owners expediently.

- Assist with afterhours needs if circumstances arise to support staff members during shortage of teammates, emergencies or other related needs.
- Perform other duties as assigned by management.

**Knowledge, Skills, and Abilities:**

- Courteous customer service to all clients at all times.
- Able to lift 50 lbs safely with reasonable accommodations.
- Able to work with cats, dogs and small mammals.
- Ability to work with various personalities and get along with other staff members at all times.
- Present as a professional at all times and be a positive role model to all staff members.
- Complete all assigned tasks in a timely manner
- Be considerate of volunteers and respectful of their compassion.
- Establish excellent working relationships with all colleagues and volunteers and assist as needed in developing their skills, abilities and understanding of HSBH policies.
- Able to safely use and utilize chemicals required for sanitation and disinfection.
- Be proactive in solving problems and support management decisions.
- Follow direction given by the Executive Director.

**Education and Experience:**

Medical experience preferred but is not required. Knowledge of computer data entry is required. Good people skills and the ability to communicate and work with the public is necessary. A valid South Dakota driver license is required.

***By signing below I acknowledge that I am 18 years of age or older and I am physically able to perform the duties mentioned above. I also am signing that I understand and accept that the Humane Society of the Black Hills “Drug Free Workplace” Policy. I know I may be asked to submit to a urinalysis or blood test at the expense of my employer in random selection or for good cause due to suspected drug or alcohol abuse. Refusal will result in termination.***

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Signature Date

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HSBH Representative Title  
Revised 10/11