



845 West Ridge Road, Gainesville, GA, 770-532-6617, HSNEGA.org

**POSITION:** **Veterinary Technician/Assistant**

**REPORTS TO:** Clinical Services Manager, Medical Director

**GRADE LEVEL:** Experienced

**HOURS:** Full Time or Part Time

**BASIC DUTIES:**

Responsible for assisting the Medical Director, Veterinarians and Veterinary Technician(s) with providing Wellness Clinic and Spay/Neuter services to clients of the Humane Society of Northeast Georgia (HSNEGA) and providing Animal Care duties (medicating/treatments or Isolation Ward duties) as scheduled. This position requires the candidate to handle, on average, 40-50 dogs/cats or more per day. Ideal candidate will be flexible with schedule changes and short notice overtime requests.

**SCOPE OF POSITION:**

*Wellness Clinic*

- Safely and humanely administer medications (via injection and orally), vaccinations (via injection and orally), screening tests (via blood draw) and microchips to public, owned animals within the scope of HSNEGA's standard operating procedures.
- Efficiently and kindly communicating with clients to obtain history, discuss wellness services, and care for their animal.
- Exceptional animal handling skills and confidence in the ability to handle aggressive animals safely.
- Maintain accurate and detailed medical records.
- Working knowledge of vaccinations, flea/heartworm prevention, and basic animal husbandry.

*Animal Care*

- Assist with animal intakes/surrenders in conjunction with the Animal Care Manager on duty including administering vaccines, screening tests and other wellness services to intakes as needed.



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- Assist with ensuring adoptable animals are being cared for, treated/medicated properly, and be constantly aware of the adoptable animals' conditions. Communicate staff/volunteer concerns regarding specific animals to appropriate senior clinical staff.
- In conjunction with Animal Care Manager, assist with administering care to animals in restricted areas as needed. Assist with transport to outside veterinarian if needed and ensure treatment plan for sick animals is followed as specified by Medical Director.
- As needed/scheduled, conduct daily adoptable animal care including feeding and cleaning/sanitation of kennels/equipment in a humane, effective, efficient and safe way.
- Assist with animal temperament assessments to promote successful adoptions, and develops behavior modification plans, when appropriate, for animals with undesirable behaviors.
- Work with staff to ensure accurate records for all public animals as well as intakes/adoptable animals.

### ***Surgery***

- Exceptional animal handling skills and confidence in the ability to handle aggressive animals safely.
- Assist the Veterinarian with intake exams and morning medical set up
- Lead; induction and intubation of animal, proper knowledge of Controlled Medications and handling, directing and leading team during surgery times, monitoring of all patients
- Patient Prep; helping induce, clipping for surgery, surgical scrubbing, and other preparations as needed for surgery.
- Recovery; Recovery a large number of animals recovering from anesthesia simultaneously, administering vaccinations, pain medication, and other postoperative services.
- Working knowledge of sterile operating room procedures
- Safely and humanely administer medications (via injection and orally), vaccinations (via injection and orally), screening tests (via blood draw) and microchips to public, owned animals within the scope of HSNEGA's standard operating procedures.
- Works with team to ensure accurate records for all public animals as well as intakes/adoptable animals.
- Assists with performing humane euthanasia as needed.
- Assists with monitoring inventory of supplies and notify appropriate personnel when supplies are needed.

### ***Other Duties***

- Provide all clients with prompt, courteous, and professional service.



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- Assist in Spay/Neuter Center as needed and/or when Wellness Clinic flow is slow.
- Assist with transport of animals to/from Spay/Neuter Center as scheduled/needed.
- Monitor issues associated with the effective operation of HSNEGA; always advise the Animal Care Manager and Adoption Center Director of situations/happenings either complimentary or detrimental to HSNEGA or the animals.
- Flexible with scheduling and is available when away from the facility as needed to meet the needs of the organization.
- Strive to remain current on best practices in animal health and sheltering/kennel operations to ensure staff is performing duties accurately and HSNEGA is in compliance. Recommend and implement changes to ensure the optimal operation of the kennel areas.
- Willingly and cooperatively performs other duties as assigned by proper authority that may not be in specific job description.
- Ability to multi-task highly desirable.

#### ***Physical Requirements and Work Environment***

- Consistently exposed to animals/animal allergens under conditions with limited alternatives available.
- Must be able to successfully handle routine and difficult public contacts.
- Must be able to deal with an often fast paced and changing work load which at times can be stressful.
- Must have the ability to perform in standard office, animal care, and kennel environments with exposure to hazardous chemicals and be able to tolerate noxious odors and high noise levels.
- Must be able to safely lift and carry up to 50 pounds repeatedly throughout the day with help.
- Must be able to work standing for 6 or more hours and be able to bend/kneel repeatedly and have reasonable degree of agility to move through tightly cramped areas in various situations.
- By nature of the industry, consistently exposed to animals/animal allergens under conditions with limited alternatives available. There also may be occasional exposure to dead, sick, unruly, and/or dangerous animals in addition to exposure to parasites and infectious diseases.

#### ***Qualifications***

- High school or equivalent education; experience in a veterinary clinic, veterinary hospital, and/or animal shelter or control facility preferred.



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- Knowledge of breeds, diseases, medical conditions, and animal handling and behavior including excellent reflexes.
- Acquire and possess a thorough understanding of - and dedication to - animal welfare issues
- Highly motivated with a professional attitude
- Good communications skills
- Must be able to work constructively within a team in a busy and intense environment.
- Must be able to respond quickly to a variety of medical situations and cope with urgent/frustrating situations and remain calm.
- Understand and support the values, philosophies, and policies of HSNEGA.
- Experience in dealing effectively and tactfully with the public, and ability to create a team environment/positive work culture and implement change when needed.
- Ability to work with different software programs including MS Office and Pet Point.
- Willing and able to obtain training/continuing education as needed.
- Demonstrated ability to apply good judgment in making decisions in accordance with organizational policies and procedures and to handle emergencies, think critically and act accordingly.
- Ability to work independently and confidently using superior discretion and judgment.

***Certificates, Licenses, Registrations***

- Must possess a valid and unrestricted driver's license.
- Must possess a valid Veterinary Technician registration or currently be enrolled in an AVMA approved Technician course

**To apply for this position, please send a letter of interest and resume via post or email  
(no phone calls please) to:**

Humane Society of Northeast Georgia

845 West Ridge Road, Gainesville, GA 30501

WhitneyWhite@HSNEGA.org