

Veterinary Technician Job Description

JOB TITLE: Veterinary Technician

DEPARTMENT: Shelter Operations

STATUS: Full Time

DATE: September 2025

REPORTS TO: Director of Shelter Operations

PAY GRADE: D.O.E

Summary:

As a veterinary technician in a small shelter, you will be responsible for the flow and medical care of animals; you will be involved in every aspect of shelter operations, intakes, diagnostics, fluid therapy, medication administration, and client education—all while upholding the core values of Foothills Animal Rescue. You will work closely with the team to provide the highest standard of animal care and serve as a relationship builder, collaborating with staff, volunteers, and department leaders to solve problems and implement meaningful improvements.

Qualifications:

- Veterinary Technician with 5 years experience.
- Must be proficient with TPR's, vaccine administration, implanting microchips, performing diagnostics, fluid therapy, injections, and medication administration.
- Maintain equipment and medical inventory for the shelter.
- Responsible for maintaining records in PetPoint for accurate recordkeeping.
- Must possess excellent internal and external customer service skills.
- Follow protocols in working with animals with infectious diseases.
- Assist with daily care of all the animals in the facility.
- General knowledge of animal husbandry.
- Extensive knowledge of animal handling/restraint.

Additional qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. This individual must have the ability to work in a constant state of alertness and safe manner and must have regular, predictable, in-person attendance. The position requires strict compliance with all policies and procedures. This position requires a significant amount of interaction with the public and many internal customers, therefore the individual must be able to develop a positive rapport effectively. This position may require early morning, evening, and weekend hours. Must be capable of working in an animal healthcare environment which

typically involves sick and injured animals along with animal products and wastes including feces, urine, blood, vomit, and other body fluids. Ability to handle fast-paced, high-volume animal care and multitask effectively.

General knowledge:

- Be reasonably familiar with canine and feline breeds and coat colors.
- Use proper medical terminology and spelling when speaking and writing.
- Be familiar with infectious diseases, including their prevention and steps to reduce or eliminate transmission; including the prevention and treatment for the animals.

Work environment/physical demands:

This position requires frequent standing, walking, sitting, using hands to handle or operate objects, tools, or controls, reaching with arms, climbing stairs, balancing, and occasionally stooping, kneeling, crouching, or crawling. The role may also require lifting or moving up to 50 pounds. Employees may occasionally encounter wet floors, animal noises, odors, and dander. Most work is performed in a standard, climate-controlled office environment. The physical demands outlined here represent those necessary to perform the essential functions of the job. Reasonable accommodations will be provided to enable individuals with disabilities to meet these requirements.

Computer Skills:

The individual must have the ability to learn the PetPoint Shelter software, and have basic proficiency in MS Office (Word, Excel, Outlook), and Google Office.

Critical Demands:

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. For example, emergencies, changes in personnel, workload, rush jobs, or technological breakdowns or developments.