



Registered Veterinary Technician/Veterinary Assistant

Organization's Mission Statement: The Brown County Humane Society (BCHS) is a community resource dedicated to promoting animal welfare. We provide temporary shelter to pets in need and promote adoption into permanent, loving homes. We support and promote spaying and neutering to eliminate pet overpopulation. We advocate compassionate care and respect for animals through public education.

Organization's Vision: A community where all animals are valued and respected.

Sphere of Responsibility Within the Organization

The Registered Veterinary Technician/Veterinary Assistant reports directly to the Veterinarian. This position supports the Veterinarian, provides high-quality care through meeting medical needs of all pets in the shelter, and provides superior service to members of the public.

Responsibilities for Which This Position is Accountable

Provide Basic Care

1. Visually check all animals in the building every day for signs of health or behavior issues.
2. Be able to recognize animal emergencies requiring immediate intervention.
3. Recognize common signs of injury or illness.
4. Report all medical concerns of animals outside of approved protocols to Veterinarian in a timely manner; report all behavior concerns of animals to the Behavior Coordinator or Shelter Manager in a timely manner.
5. Follow cleaning and disinfecting procedures.
6. Report all repairs, maintenance, equipment and supply needs to Shelter Manager in a timely manner.
7. Provide superior customer service to all shelter visitors.
8. Follow intake and adoption procedures per the Operations Manual.
9. Endeavor to reunite lost pets with their owners.
10. Alert the Shelter Manager to all dissatisfied customers.
11. Promote pet adoption into suitable homes.
12. Participate in preparations for SPOT spay and neuter efforts.
13. Follow guidelines for professional behavior as outline in the Operations Manual.

Provide Specialty Care

14. Oversee the medical needs of shelter pets and document medical records accurately and thoroughly.
15. Administer medications and treatments as per approved protocols or as prescribed by the Veterinarian.
16. Implement intake protocol for all animals brought into the shelter.
17. Determine gender, age, breed and coloration of cats and dogs.
18. Conduct thorough physical exam and perform basic tests as per the protocols or ordered by the Veterinarian.
19. Vaccinate and perform blood draws as needed for heartworm and FELV/FIV testing.
20. Draw blood, appropriately package, and prepare specimens for shipment to lab.
21. Implant microchips.

22. Record behavior assessments in ShelterLuv.
23. Provide enrichment activities for shelter pets.
24. Provide educational information to the public on proper care of animals.
25. Consistently rotate and maintain vaccine and drug inventory; order drugs or medical supplies as needed.
26. Work closely with Animal Care Staff to ensure proper infection control and management
27. Ensure that drugs are distributed according to regulations (childproof containers, proper labeling, etc.).
28. Ensure that all medical records are accurately, timely, and thoroughly documented as required by the Indiana Board of Medical Examiners regulations; ensure records are filed appropriately to comply with medical record retention requirements.
29. Enter all medical information into ShelterLuv.
30. Know the basic function of ShelterLuv regarding medical data entry.
31. Perform other tasks as assigned.

Qualification Requirements

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.

Knowledge/Skill

1. Active registration by Indiana Board of Veterinary Medical Examiners as Veterinary Technician or experience as a Veterinary Assistant.
2. Ability to prioritize and multitask.
3. Ability to follow written and verbal instructions.
4. Ability to respond to common inquiries in a courteous manner.
5. Ability to work as a team member.
6. Ability to communicate professionally and effectively.
7. Knowledge of applicable laws, ordinances, and Animal Control rules and regulations.
8. Ability to establish and maintain effective working relationships with peers, volunteers, Shelter Manager, members of the Board of Directors, and the members of the public.
9. Ability to exercise sound judgment in evaluating situations and in making decisions.
10. Valid driver's license with good driving record and proof of automobile insurance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. The employee must regularly lift, move and/or restrain up to 100 pounds with assistance.
2. Specific vision abilities required by this job include close vision for computer work, examining animals for signs of injury or illness. Peripheral vision to see and recognize behavior signals of animals that indicate fear, aggressiveness, etc.
3. The employee may be asked to perform strenuous manual labor.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles; to animal-transmitted diseases; to fractious, frightened, dangerous animals; to mental and emotional stress from euthanasia and animal suffering; and to occasional contact with irate/emotional pet owners and victims.
2. The employee is occasionally exposed to toxic or caustic chemicals.
3. The employee regularly works in precarious places and in outside weather conditions and is occasionally exposed to wet, freezing and/or humid conditions.
4. The noise level of the work environment is usually loud.