

	Job Description	Number of Positions: 1
	Veterinary Technician	

**Department:** Veterinary Services

**Responsible to:** Veterinary Director & Veterinary Services Manager

**Description of Role:** The Veterinary Technician (VT) is a crucial member of the Veterinary Services team within Feline Rescue which includes the Veterinary Director (DVM), Veterinary Technicians, Veterinary Assistants, and trained medical volunteers. They work under the direction of the Veterinary Director to provide skilled medical and surgical care to a large population of cats in both shelter and foster care settings. This individual completes lab work, pharmaceutical tasks, and administrative duties, effectively communicates with foster caregivers and shelter team members, and manages treatment plans and needs for our cat population.

**Primary Duties and Responsibilities:**

- Conduct initial physical exams on incoming cats, including administering vaccinations, medical treatments, testing, and specimen collection.
- Perform various lab work such as drawing blood, obtaining bodily specimens, preparing slides, and utilizing stains for diagnostic purposes.
- Assist in surgery preparation, controlled drug handling procedures, post-surgical care, and anesthesia management during procedures.
- Participate in daily morning rounds at the shelter and intake areas to monitor cat health.
- Rotate on a monthly schedule for "on-call" hours overnight once weekly and one weekend a month.
- Fill prescriptions as directed by the supervising veterinarian, including data entry, medication preparation, and providing instructions to caregivers and fosters.
- Document all care, exam notes, and cat movements in the Animal Shelter Manager software (ASM).
- Act as the primary contact for foster caregivers, addressing cat care inquiries, scheduling examinations and vaccines, and triaging emergency situations to partner clinics.
- Collaborate and communicate with veterinary staff, leadership, volunteers, and external partners to maintain cleanliness standards and ensure the well-being of the shelter population.

**Secondary Duties and Responsibilities:**

- Regularly assess inventory levels and order medications, supplies, instruments, and prescription diets as needed. Communicate with vendor representatives to ensure timely ordering and service assistance.
- Perform routine professional maintenance on machines and instruments to ensure proper functioning and longevity.

- Ensure adherence to proper procedures for handling and disposal of sharps, biohazard, and hazardous waste to maintain safety standards within the facility.
- Facilitate communication with the Foster Supply Coordinator regarding prescription diet needs for cats in foster care to ensure continuity of care.
- Liaise with external partners regarding patients requiring emergency or specialty services, ensuring seamless coordination of care.
- Develop and maintain trusting relationships with volunteers, providing support, guidance, and training as needed to ensure effective collaboration in cat care efforts.
- Oversee and coordinate the quarantine area, ensuring proper cleaning, staffing, and stocking of supplies. Approve volunteer access to the area according to established protocols.

**Required Knowledge, Skills, and Qualifications:**

- 2+ years working in veterinary medicine, either as a CVT, veterinary technician, or experienced veterinary assistant.
- Extensive technical knowledge of feline-specific medicine, including behavior, nutrition, pharmaceutical, and nursing care (we can train the right candidate, but some degree of knowledge in these areas is a must).
- Passion for cats and expertise in cat care.
- Able to perform accurate physical examinations, administer vaccinations and other SC and IM injections, and perform venipunctures and cystocentesis, all while utilizing Fear Free and low-stress methods of care.
- Comfortable managing regular foster communication and staying up to date on medical cases for a population of 50-80 (on average) foster cats.
- Adept in critical thinking and priority management when work volume is high.
- Ability to work both independently and as part of a team.
- Ability to take direction and implement standardized protocols into daily workflow.
- Strong written and verbal interpersonal communication skills for interactions with diverse stakeholders.
- Proficiency in documentation and basic Office365 programs (Outlook, Excel, scheduling software).

**Desired Knowledge, Skills, and Experience:**

- Certification as a veterinary technician or equivalent.
- 1+ years' experience providing client or foster education in a private practice clinic or shelter setting.
- Experience working in a feline-specific veterinary practice or rescue.
- Surgical experience, including administering sedatives, intubation, placing IV catheters, and monitoring anesthesia.
- Additional experience working with cats in a professional veterinary capacity or shelter environment.

**Work Environment:**

- Most duties performed on-site within standard operating hours (9AM-6PM Monday through Friday).
- Occasional off-hours visits required for on-call responsibilities.
- Physical requirements include lifting and moving animals, bending, reaching, squatting, kneeling, and lifting up to 50 pounds, and sitting at computer stations.
- Exposure to cleaning agents, allergens, and zoonotic diseases.
- Work may be subject to frequent interruptions and loud/frequent noise.
- Potential exposure to dangerous or fractious animals, bites, and scratches.
- Requires close attention to detail and ability to work in a fast-paced environment.
- The Veterinary Technician will receive training on shelter protocols, medical procedures, and software systems as needed to fulfill job duties effectively.

**Time Commitment & Compensation:**

This is a full-time hourly position that may require working weekends and holidays as part of a rotating schedule. Compensation is \$22-28/hr for a veterinary technician or \$18-22/hr for an experienced veterinary assistant.

To apply, please send a resume and cover letter to [kate.king@felinerescue.org](mailto:kate.king@felinerescue.org). Priority will be given to applicants who submit materials before February 29<sup>th</sup>, but the position will remain open until filled.