



Terrebonne Parish Consolidated Government

JOB DESCRIPTION

POSITION TITLE.....:	Veterinary Technician
DEPARTMENT.....:	Utilities
DIVISION.....:	Animal Shelter
CLASSIFICATION/GRADE.....:	Veterinary Technician
REVISED.....:	12/2015
REPORTS TO.....:	Animal Shelter Manager/Attendant Supervisor
REVIEWED.....:	12/2015
WAGES.....:	Hourly

SUMMARY:

A veterinary technician provides for the comfort, health care, and management of animals cared for at the Terrebonne Parish Animal Shelter and assists with implementing the daily activities of TPAS's in-house veterinary clinic in a professional manner. He/she works directly with the Veterinarian and under the supervision of the Attendant Supervisor/Animal Shelter Manager. He/she must perform any function deemed necessary to contribute to a smooth, efficient, and humane operation of the Terrebonne Parish Animal Shelter. As with all positions within this department, response at any time may be required to assist with workload or in any emergencies that may arise.

BASIC FUNCTIONS:

1. Animal Care:
 - a. Performs daily activities of TPAS's veterinary clinic including preparing animals for surgery, assisting veterinarian during surgery, and monitoring the condition of the animals in recovery.
 - b. Performs clinical laboratory procedures such as fecal flotation exams, heartworm tests, Felv/FIV tests, parvo tests, skin scrapings, fungal cultures, blood draws for analysis, and operate relative machinery/equipment.
 - c. Properly cleans, packs, and sterilizes all surgical materials. Keeps operating room stocked and prepared for surgery.
 - d. Assists veterinarian in administering anesthetics/fluids and provides support therapy to patients during and after surgery.
 - e. Provides restraint of animals for examination, treatment, and induction for surgery.
 - f. Prepares (both injections and dispensed medications) for both outpatients and inpatients. Administers medications for inpatients.
 - g. Maintains medical records within the shelter's software.
 - h. Performs medical supply inventory and places orders for replenishment.
 - i. Keeps treatment area(s) stocked
 - j. Euthanizes animals when necessary.
2. General Cleaning Assignments:
 - a. Properly cleans, sanitizes, and sets up kennels and cages.
 - b. Feeds impounded animals according to their species, age, and weight on a daily basis
 - c. Properly cleans and sanitizes food bowls, litter pans, crates, etc. daily.
3. Performs other duties as assigned or deemed necessary by the Animal Shelter Manager.

OTHER REQUIREMENTS:

1. Must be able to learn and practice all applicable safety rules and regulations.
2. Must have strong interpersonal skills. Must be able to relate and confer with veterinarian, manager, and associate staff in a positive and constructive way.
3. Must be courteous and understanding of the public in a sensitive environment.
4. Must be able to make sound judgments and work independently without direct supervision and in a team setting in a fast-paced environment with the demonstrated ability to multitask.
5. Must be able to use sound judgment when dealing with confidential information while continuously supporting the mission of the TPAS and advocating TPAS's position on issues.
6. Must have knowledge of animal health, care, and welfare and be experienced in breed and color identification. Must not have a fear of handling animals.
7. Must have computer knowledge. Experience with shelter software preferred but not required.
8. Must be able to work extra hours during a normal week, weekends, holidays, and disasters.
9. Must possess and maintain a valid Louisiana driver's license.

EDUCATION/EXPERIENCE:

1. Degree in Veterinary Technology preferred but not required.
2. State license with the Louisiana Board of Veterinary Medicine (LBVM) preferred but not required.
3. Must have 1 year experience in the veterinary or animal shelter fields

EQUIPMENT USED:

Surgery equipment and instruments, control poles, cat tongs, bitestick, autoclave, centrifuge, dental system, anesthesia machine, microscope, clippers, scale

WORKING CONDITIONS:

Works in an animal shelter environment where there is daily exposure to high levels of noise, zoonotic diseases, animal bites/scratches when handling animals, cleaning agents, inclement weather conditions when outdoors, dust, odorous conditions, etc. **Must be able to lift up to 50lbs unassisted and more than 50lbs with assistance. Must be able to stand/walk for several hours at a time.**