

## WHY APPLY AS A STAFFORD ANIMAL SHELTER VETERINARY TECHNICIAN?



Would you like to be part of reducing and preventing animal suffering, work with the smaller pet population-density of a rural region, meet a range of exotic and pocket pets, and turn pets' sad stories into happily-ever-after ones? If so, Stafford Animal Shelter is the place for you. The bonus is that it's located in a gorgeous area that draws visitors from all over the world. The Shelter is just outside of Livingston Montana on the banks of



the Yellowstone, the longest undammed river in the lower 48 states, adjacent to stunning Paradise Valley and 55 miles from Yellowstone National Park. Livingston has been rated in the top ten outdoor towns of



America with easy access to abundant hiking, skiing, mountain biking, fishing, horseback riding, kayaking and other outdoor sports but is also a regional mecca for dining, live theatre, and art galleries. You could live in Livingston along with celebrated writers, artists, musicians, actors and film makers in a community that supports vibrant arts festivals, rodeo, ranching, locavore, artisan, and farm to table cultures. It's a wonderful place to live and work.

Stafford Animal Shelter has been active in the community as the Humane Society of Park County since 1986, the Shelter was built in 1999, and expansion and upgrades were completed in 2014 including 'Project Happiness' pet enrichment outdoor dog and cat play areas. The only nonprofit animal care facility in Park County, we serve the people and pets of the greater Southwestern Montana community as the only Shelter in the region that accepts all lost or unwanted pets; not just dogs and cats but rabbits, roosters, parakeets and pythons which are adoptable from our 'Zoo'.



We also serve as the care facility for animals impounded for being at large, cruelty cases, and emergencies, and accept rescues and pets escaping crisis when we can. We open our doors to nearly a thousand animals each year with approximately half being reclaimed by their family and half adopted into new families. Every adoptable mammal is spayed or neutered prior to adoption and we work closely with local Spay/Neuter projects and area veterinarians to address stray and feral populations. An open door Shelter, we do not euthanize for length of stay, breed or special needs - only if pets are suffering from an untreatable illness or are a danger to the public.



Stafford Animal Shelter is a warm and welcoming facility on the outskirts of beautiful Livingston with a longstanding staff and many involved community partners, supporters, and volunteers. Learn more at: [staffordanimalshelter.org](http://staffordanimalshelter.org).



# Job Description: Veterinary Technician

Reports to: Executive Director  Status: Full-Time (35-40 hours), Non-exempt, Hourly

**ESSENTIAL DUTIES AND PRIMARY JOB PURPOSE** includes the following. Other duties as assigned. Responsible for implementing (and adjusting as needed) procedures and practices to ensure the health of individual Shelter animals and the Shelter population as a whole. Responsible for direct supervision of animal care technicians in matters related to medical and general animal care. Works in collaboration with consulting veterinarians. Maintains and ensures the security of various medications (including controlled drugs) and medical equipment. Consults with prospective adopters regarding health and temperament of animals. Assists animal care technicians in a back-up role in the general cleaning of the kennels and cages if needed. Maintains current vaccinations for all animals and keeps electronic health records current and complete. Oversees foster care program. Typically one day per week will be mostly devoted to spay/neuter surgeries and cleaning up, the rest to other duties.

## REPRESENTATIVE TASKS & MAJOR RESPONSIBILITIES

1. Gives animals moving to adoption a thorough physical exam, including estimating ages and verifying that they are sterilized.
2. Assesses incoming animals who may be ill, contagious, or in need of immediate veterinary attention and follows through with appropriate action. Determines where they should be placed in the facility. Determines when quarantined animals may be moved from quarantine or isolation to main adoption rooms.
3. Performs vaccinations, testing, and procedures on animals (e.g., feline leukemia testing, administering microchips, surgical anesthesia, medications, suture removal, wound dressing, fluid administration, etc.).
4. Performs daily rounds and views each animal, addressing any concerns in a timely fashion. Takes appropriate and immediate action in regards to any possible illness or injury. Communicates directly with animal care technicians regarding concerns, medical instructions, etc. Determines proper feeding for each animal, hangs instruction cards, and makes changes as necessary.
5. Inputs all vaccination, surgical, and medical records into computer system. Distributes information from exams and diagnostic testing to animal care technicians and, when pertinent to adoptions, front desk personnel.
6. Directly supervises animal care technicians with regards to medical and general care of the animals and maintaining herd health. Responsible for making sure that proper protocol is followed at all times. Coordinates medical care with all personnel including posting medication charts and schedules with instructions.
7. Performs humane euthanasia as determined to be necessary by group decision or veterinarian direction, assists in decision making process.
8. Assists veterinarian with surgeries and exams. Cleans, sterilizes, and properly stores/ maintains all surgical equipment, gowns, and the surgery room. Prepares each week's list of animals receiving sterilization surgery. Provides post-operative care and supervision for surgery recipients. Informs animal care technicians of feeding and activity requirements of animals having received surgery.
9. Maintains the security of all medications and controlled substances and keeps accurate records of all in accordance with DEA requirements. Monitors the inventory of all medical

and surgical supplies, determines best prices and qualities. Orders supplies with approval of Executive Director.

10. Works with Shelter personnel and animal care technicians to coordinate cleaning and sanitation procedures of the entire Shelter environment. Designs and oversees implementation of decontamination procedures following contagious illnesses.
11. Functions as the primary liaison to consulting and local veterinarians. Coordinates with veterinarians (consulting or local) to test/diagnose and treat disease or dysfunction. Makes appointments (with Executive Director's approval) and arranges transportation for animals needing to be seen by an offsite veterinarian.
12. Assists potential adopters with questions regarding health and temperament concerns. Participates in behavior counselling requiring medically oriented responses.
13. Monitors and maintains physical and mental well-being of all Shelter animals, particularly the long-term residents.
14. Identifies animals in need of foster care, provides education to foster person. Communicates directly with foster person regarding animals' progress and when they should return for vaccination or sterilization.

## REPRESENTATIVE QUALIFICATION REQUIREMENTS

1. Exceptional communication skills and interpersonal relationship with peers, supervisors and the public a must.
2. Current veterinary technician certification or license. Experience working as a technician with small animals in an animal hospital or shelter. Experience with birds, exotics, and pocket pets a plus.
3. Experience with, or determination to learn, prevention and mitigation of herd health issues.
4. Reliable, timely with a strong work ethic. Strong time management skills and ability to prioritize unsupervised.
5. Has a demonstrated preference for cleanliness and order.
6. Physical ability to transfer and restrain animals up to 100 pounds. Ability to assess situations and animals for safety concerns and commitment to utilizing safety equipment and practices.
7. Resilient and flexible in the face of stressful conditions and ability to work efficiently and effectively under those conditions.
8. Demonstrated multi-tasking skills, ability to handle diverse assignments, and attention to detail. Should be able to identify own limitations and be willing to ask for help.
9. Basic computer and office equipment skills. Willingness to learn new software programs.

## To APPLY

Interested individuals should email a cover letter addressing experience with the above job requirements, resume, and three professional references to the Executive Director at [topdog@staffordanimalshelter.org](mailto:topdog@staffordanimalshelter.org). Position is open until filled. First round of application reviews will begin November 15, 2014.