



## Position Description

June 5, 2019

**Job Title:** Vet Tech (full-time)

**Reports To:** Clinic Manager

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**ORGANIZATION OVERVIEW:** San Antonio Pets Alive! (SAPA!) is a private nonprofit organization that saves the lives of dogs and cats that find themselves at San Antonio Animal Care Services by no fault of their own. Last year SAPA! saved the lives of more than 6,500 dogs and cats by finding them loving adoptive families, placing them in foster homes, and transporting them to other communities across the country. In addition, SAPA! provides necessary medical services to ensure each pet is healthy and happy.

**JOB SUMMARY:** Responsible for the medical care and monitoring of the health and welfare of animals under the direction of staff veterinarians in a shelter environment. Responsible for performing Veterinary Technician duties as assigned. Support San Antonio Pets Alive!'s mission. The SAPA medical program uses a set of protocols under the direction of a licensed veterinarian. We use the highest standards of care when treating SAPA patients and communicating with SAPA clients, fosters, volunteers and employees. The SAPA medical program plays a vital role in the organization and is a fast-paced environment. We actively treat ailments including Parvo, Ringworm, Mange and many other illnesses daily. Must effectively be able to read, speak, and write in English. Must have basic computer literacy skills and be able to handle multiple unrelated tasks simultaneously while working in a busy environment. Must also be able to lift 50 pounds, work on feet all day, and write legibly. Must be customer service oriented, friendly, and work well with a team.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:** Include but are not limited to the following

- Administers treatments and procedures
- Demonstrates proficiency in IV catheter placement
- Performs emergency procedures as instructed by staff veterinarian
- Maintain pharmacy records, and controlled drug, anesthesia, fecal, and heartworm test logs
- Take vital signs of animals including temperature, pulse, and respiratory rate
- Perform and analyze skin scrapes and ear cytologies
- Complete ear cleanings and nail trims
- Take care of hospitalized animals. This includes our Parvo animals, medical cats/kittens (Ringworm and Upper Respiratory Wards) and medical dogs/puppies. Feeding, cleaning, medicating, wellness (preventative checks) are done AM/PM shift.
- Demonstrates knowledge of restraint and handling techniques, as well as general animal safety practices, including recognizing animal behavior patterns
- Operates and maintains medical equipment, such as IDEXX machine
- Inventory supply and management as necessary under the direction of the Clinic Director
- Surgical assisting and anesthesia oversight

- Monitors animals before, during and post-surgery
- Assist staff veterinarians with exams, procedures, necropsies and other duties as assigned
- Collects samples and performs laboratory tests (heartworm tests, fecal, urinalysis, parvo)
- Assists with moving animals from and to cages when treatment is required, as well as dog walking, and general care of the clinic pets
- Demonstrates organization and attention to detail
- Provides courteous and knowledgeable service regarding animal information, medical care, and treatment instructions to clients, outside medical professionals, and employees
- Follows protocol and procedures with online system, Shelter Luv etc.
- Promotes positive relationships with the general public, volunteers and staff while promoting SAPA's programs, policies and philosophies.
- Communicate effectively and professionally with co-workers, management and the public at all times.
- Demonstrates a positive and professional demeanor.
- Wear appropriate, clean uniform with name identification at all times during business hours
- Has the Courage to make tough decisions and take smart risks
- Demonstrates Empathy for your colleagues and our guests
- Remains Engaged and committed to our mission
- Is Enthusiastic and demonstrate excitement and interest in our efforts
- Seeks out ways to be Impactful in the animal welfare movement and your role
- Leads with Integrity and treat everyone with respect
- Strives to be Resourceful and see challenges as opportunities for improvement Participates in creating a thriving Culture of Philanthropy at San Antonio Pets Alive by:
- Being knowledgeable and supportive of SAPA's programs
- Sharing their passion for service to animals, people, and our community with our guests
- Serving as an inspiration to all guests by providing an exemplary level of animal care and guest service
- Being able to communicate a compelling case for support that demonstrates the impact of philanthropy on SAPA.
- SUPERVISORY RESPONSIBILITIES: Some training of animal services staff members, volunteers, and interns as needed, as well as new Vet. Techs and assistants will be required.

**Location: San Antonio Pets Alive! Medical Clinic, 9107 Marbach Rd. Suite #109**

**Job Pay & Schedule:** \$12/ hour

Please send resume to [info@sanantoniopetsalive.org](mailto:info@sanantoniopetsalive.org)

Position open until filled.