

## FERAL CAT SPAY/NEUTER PROJECT

*Cats, cats, cats! Do you love helping out the cats in your community? Are you looking for shorter hours and a standard workweek schedule? We are looking for a part-time LVT for our high-quality, high-volume spay/neuter clinic in Lynnwood. Workdays are Monday and Thursday and shifts are 6-8 hours with holidays off.*

In lieu of providing a cover letter, we ask that you answer these two questions when submitting a resume:

1. What interests you about working at Feral Cat Spay/Neuter Project?
2. How would you describe your ideal working environment?

***Up to a \$500 sign-on bonus!***

**Position Title:** Clinic Technician (LVT)  
**Reports to:** Lynnwood Clinic Manager  
**Position:** Part-time, Non-Exempt, Hourly  
**Last Revision:** April 2023  
**Pay Rate:** \$25-\$30 per hour, DOE  
**Work Location:** Feral Cat Spay/Neuter Project Clinic (FCSNP)  
4001 198<sup>th</sup> Street SW #3  
Lynnwood, WA 98036

### **Benefits and Perks:**

#### *Time Off*

Paid Holidays and Paid Time Off (PTO): Two weeks off annually at the end of the year, four fixed holidays per year (Memorial Day, Fourth of July, Labor Day, and Thanksgiving), two floating holidays, and one week to PTO to start  
Bereavement leave for pets and family members

#### *Health Care Benefits*

Medical insurance including vision and life insurance policy paid in full offered to employees that are scheduled 20 or more hours per week

#### *Additional Perks*

Annual continuing education allowance

Annual scrub allowance

Reimbursement for licensing and membership fees related to the position

## **Position Summary:**

The Clinic Technician assists in clinic operations and supports FCSNP by helping the clinic team in all aspects of clinic function. This includes but is not limited to, clinic setup, check-in, administering anesthesia, running the prep table, properly recording and safely maintaining controlled substances, cleaning and sterilizing surgical packs, monitoring cats post-surgery, patient discharge, and cleaning the clinic. The Clinic Technician will be expected to cross-train in and maintain the ability to cover all aspects of the clinic's duties including but not limited to, monitoring patients, moving cats in and out of surgery, monitoring recovery, cleaning the clinic, and clinic phone calls.

## **Required abilities:**

- Ability to begin work as early as 7am (start time will vary between 7am and 8am depending on shift).
- Ability to work on multiple tasks with interruptions in an energetic environment with the pressure of periodic heavy workloads.
- Exceptional organizational skills and high attention to detail.
- Ability to observe, assess, and respond to patient symptoms, reactions, and recovery progress.
- Ability to anticipate and identify problems and needs and solve them and/or communicate them appropriately.
- Provide fantastic customer service and build successful relationships with internal and external customers.
- Ability to react calmly and effectively in emergency situations.
- Knowledge of veterinary clinical operations and procedures.
- Knowledge of relevant drugs and non-pharmaceutical patient care aids and ability to follow clinic anesthesia protocol.
- Ability to respectfully communicate complex processes/concepts to a wide variety of people, both in written and verbal form.
- This position requires teaching, explanation, and volunteer oversight. The clinic LVT must be an excellent communicator and possess the patience to teach and explain the same procedures and protocols repeatedly while maintaining a calm and respectful demeanor.
- Ability to work well and maintain a positive, inclusive attitude as part of a team in the face of challenge, change, and adversity.

## **Education and Experience:**

- Licensed Veterinary Technician certificate from the state of Washington. All duties, performed by this position, that require a certain level of supervision or licensure (as required by law) will be supervised by the attending DVM or LVT as appropriate based on the employee's level of training or licensure.

- 3+ years experience in a veterinary clinic, including surgical assistance and post-op animal care.
- Successful oversight of clinic personnel or volunteers is preferred.
- Customer service skills: empathetic and understanding of individual client needs as well as the ability to deliver information clearly without judgment of circumstances.

**Required knowledge:**

- Basic computer usage including the ability to use email, Google Calendar, Internet, and Microsoft Office.
- General clinic operations including sterile technique, SOPs, protocols, client and customer service, and monitoring inventories.
- General knowledge of feline care and health issues. Must have a thorough understanding of anesthesia, possible complications, and emergency protocol.
- General knowledge of feral cats and the complications associated with trap-neuter-return.
- Working knowledge of all technical positions and duties within the clinic.

**Physical Abilities:**

- Standing for extended periods of time.
- Ability to read, write, and communicate specific medical information
- Must be able to lift 40 lbs.
- Must be at least 18 years of age.
- Pass a criminal background check.