

FERAL CAT SPAY/NEUTER PROJECT

To be considered for this position, please submit a cover letter outlining your qualifications for the position, a current resume, and a list of professional references by email to hr@feralcatproject.org.

Position title: Licensed Veterinary Technicians

Reports to: Clinic Manager

Rate of Pay: DOE

Position: Part Time, Non-Exempt (20 hours per week)

Last Revision: 01/30/12

Work Location: Feral Cat Spay/Neuter Project Clinic in Lynnwood, WA

Summary:

This position varies according to season. Primary duties will include assisting in clinic operations and supports the clinic by helping the Clinic Manager in all aspects of clinic function. This includes clinic set up, client check in, performing anesthesia, overseeing the surgical prep table and the flow of cats through clinic, wrapping packs, running the autoclave, monitoring post-surgery cats, supervising volunteers and cleaning the clinic. This also includes compiling daily statistics to be given to the Executive Assistant, and tabulating receipts for the day to be included in the data entry for the week. When cat numbers are lower, this position will assist with administrative tasks, projects and various other activities as assigned.

Primary Duties:

1. Oversee all procedures performed on patients from clinic check-in to departure, including anesthesia, surgical prep, and post-op recovery and assure that Clinic protocols are adhered to.
2. Oversee anesthetized cats at prep table and monitor volunteers. This encompasses all procedures performed on cats with the exception of surgery and includes microchip scan, venopuncture, sub-q fluid administration, expressing bladders, shaving, scrubbing, tattooing or ear-tipping, and the administration of penicillin and vaccines if needed.
3. Perform or oversee clinic check-in and receiving of donations
4. Discharge patients and review post-op instructions with owners/caretakers
5. Oversee administration of medications and treatments as per clinic protocols
6. Assist with the handling, restraining and care of patients
7. Assist veterinarians with patients before, during and following surgery, including the transport to and from surgery and administration of gas anesthesia
8. Understand the Clinic's criteria for euthanasia and the processes to make that decision
9. Assist with clinic cleanup and maintenance of clinic equipment
10. Manage complex schedule of clinics, volunteer coverage and staffing.

11. Ability to anticipate and identify problems and solve them and/or communicate them effectively to others when necessary.
12. Upon conclusion of surgery day, discharge patients and go over post-op instructions as needed with owners/caretakers.
13. Ensure that books are balanced at end of day and put money in bank pouch.
14. Monitor supplies and let the Clinic Manager know when something is needed.
15. Assist with general cleanup as needed.
16. Know and follow emergency protocol if necessary.
17. Work in collaboration with the Clinic Manager on client services and other clinic activities as they arise.
18. Other duties as assigned.

Other Duties:

1. Assist the Clinic Manager and Executive Assistant with phone coverage.
2. Assist the public with scheduling appointments for cats.
3. Assist the Clinic Manager with scheduling of volunteers and veterinarians to ensure full coverage for the clinic.
4. Assist with the questions@feralcatproject.org to ensure timely and accurate responses to those asking for help.
5. Sit on the Procurement Committee for the annual Sexless Soiree and participate in the procurement of auction items, inviting sponsorship for the event and assist the Executive Director in making the event excellent.
6. Assisting the Executive Assistant with mailings and various projects that arise.
7. Participate in conversations about increasing the number of cats that we are able to alter.
8. Check email every day you work and ensure that all emails are addressed in a timely manner.
9. Other duties as assigned.

Required knowledge:

- Surgical preparation protocol.
- Anesthesia protocol. General mechanism of action of anesthesia and side effects of anesthetics.
- Basic computer usage including ability to use Microsoft Word and Excel and email.
- General clinic operations including sterile technique, client and customer service and managing inventories.
- General knowledge of feline care and health issues required. Must have a thorough understanding of post-operative care and complications.
- General knowledge of feral cats and the complications associated with trap-neuter-return preferred.

Required abilities:

- Exceptional organizational skills and high attention to detail.
- Able to work on multiple tasks with interruptions in an energetic environment.
- Work well under pressure with periodic heavy workloads.
- Excellent written and verbal communicator. Ability to effectively instruct and explain complex processes and details.
- Excellent customer service skills and the ability to establish and maintain cooperative and effective working relationships with others.
- Manage complex schedule of clinics, volunteer coverage and staffing.
- Ability to anticipate and identify problems and solve them and/or communicate them effectively to the Clinic Manager when necessary.

Education and Experience:

- Valid Washington State Veterinary Technician License
- One to two years experience in clinic environment.
- Animal shelter experience strongly preferred.

Physical Abilities:

- Standing for extended periods of time.
- Ability to read, write and communicate in English.
- Must be able to lift 40 lbs.
- Must be at least 18 years of age.
- Must possess a Washington State Driver's License.
- Pass a criminal background check.
- Ability to observe clinic operations.