

Job description

West Valley Humane Society is a young, dynamic, and innovative animal shelter serving Canyon County, Idaho with animal welfare services. The shelter is seeking a full-time Medication Technician/Veterinary technician who is passionate about shelter medicine, a creative thinker, and eager to help make our community a kinder and more compassionate place for animals in need.

West Valley Humane Society has a mission to reunite animals with their families and pave the way for the next generation through public outreach, promotion of the human-animal bond, community engagement, and humane education.

The shelter prides itself on developing creative community solutions and maintaining high live outcome rates for stray and surrendered animals. WVHS has for many years focused on enrichment, behavioral pharmacology, and treating every animal as an individual. This has led us to consistently having the highest live outcome rate for dogs in the State of Idaho and allowed us to continuously work towards a more humane future for stray and feral cats in Canyon County.

The shelter is located in a unique and charming area. Caldwell, Idaho is growing by the day and mixes the appeal of country living with a growing local downtown area that prides itself on hosting festivals, farmers markets, live music, and connecting farm-fresh food to the community as a whole. Nestled in beautiful historic buildings, and a short drive away from the capital city Boise, Caldwell is becoming quite the place to set down roots.

Position Title: Veterinary/Medical Technician

Purpose of Position

- To carry out the direction of the Clinic Manager and veterinarian(s) in providing routine medical care and treatment to animals.
- To be responsible for animal caretaking and to maintain a clean and disease-free clinic area and kennels.
- To organize, pass, and track medications for all the animals during their stay in our facility.

Duties and responsibilities

Duties may include but are not limited to the following:

- Follow WVHS protocols including hold/intake times and vaccinations.
- Follow protocols on cleaning.
- Keep Clinic Manager and Veterinarian(s) informed regarding animal health status, issues and concerns after surgeries or treatment.
- Maintain an organized medication cart, track, and pass medications as prescribed.
- Perform treatments/procedures on animals including administering vaccines/medications, deworming, bathing, grooming, flea and tick removal, disease testing, skin scrapes, and lab work.
- Assist veterinarian(s) with basic procedures and surgeries.

- Complete and update animal health - records, both hard copy and shelter database.
- Help maintains an inventory of all pharmaceuticals, and medical equipment, and supplies.
- Assist with in-house vaccination clinic.
- Supervise the daily cleaning and disease control routine to ensure compliance with shelter standards, procedures, and protocols.
- Provide guidance and technical support such as training staff and volunteers.
- Feeding the animals including providing special diets as needed.
- Monitoring the health of the animals on an ongoing basis and rapidly identifying any health problems or conditions (medical or behavioral) and immediately report it to the supervisor or Animal Welfare Coordinator.
- Socializing and grooming the animals as needed.
- Walking dogs as needed.
- Doing clinic laundry.
- Providing a healthy, clean, safe and pleasant environment and facilities for the animals and the public.
- Promoting a humane and caring attitude towards animals.
- Assisting in the vaccination, examination, the performance of medical treatments and euthanasia as needed.
- Maintaining a friendly demeanor and providing good customer service while assisting with adoptions.
- Working courteously and cooperatively with other staff members.
- Filling in for other areas and performing other tasks/functions as needed, including helping out at special events.
- Stocking supplies.
- Other duties as assigned.

Qualifications

- Be able to learn assigned tasks readily.
- Be able to deal tactfully and effectively with the public.
- Be able to acquire a working knowledge of state, county, and city laws and ordinances relating to the care, treatment, and regulation of animals.
- Be able to interact with dogs, cats, and other animals.
- Acquire a working knowledge of individual animals as well as of the various breeds of animals.

- Meet general appearance standards as defined for public contact work.
- Obtain basic computer skills, including experience with Word and Excel.
- Be able to learn and follow WVHS philosophy related to adoptions, surrenders, and euthanasia, and show courtesy toward all clients, co-workers, and volunteers.
- Be able to multi-task in a sometimes fast-paced and stressful environment.
- Must be at least 18 years of age.
- Have a valid Idaho driver's license.

Experience/Education: Preferred

Have sufficient experience and education to successfully perform the duties of the Veterinary Technician. Typical ways of obtaining the required qualifications are to have the equivalent of two years' progressively responsible experience performing routine medical tasks in an animal shelter or veterinary office or possessing a Registered Veterinary Technician Degree.

Availability:

WVHS is open to the public 6 days a week and all but 8 additional holidays a year. Availability and a willingness to work a flexible schedule are required.

Exempt/Non-exempt:

This is a non-exempt, full-time position.

Job Scope:

Perform duties independently with minimal supervision, operating from specific and definite instructions and directions. Decisions are of a routine nature made within prescribed operating guidelines, policies and procedures. Mistakes/errors may result in work stoppage, loss of business, poor customer relations, and/or damage to property or harm to the animals, all of which can have negative implications for the organization.

West Valley Humane Society is a young, dynamic organization and the position of Veterinary Technician will continue to change and evolve.

Job Types: Full-time

Education:

- High school or equivalent (Preferred)

Experience:

- Veterinary Technician Experience: 1 year (Preferred)
- Animal Handling: 1 year (Preferred)
- Custodial experience: 1 year (Preferred)

- Customer service: 1 year (Preferred)

License/Certification:

- Driver's License (Preferred)
- Veterinary Technician Certification (Preferred)

Work Location: In person