



Position Title: Part-time Veterinarian Technician
Classification: Part-time; Hourly
Starting Date: October 2024

Young at Heart Senior Pet Adoptions is an active non-profit organization based in Woodstock IL. We operate a cage-free shelter, with a robust foster and sanctuary program. We are a team-oriented organization with a positive outlook on helping older animals and working with our community.

POSITION SUMMARY

Be part of changing the world by doing what you love! Come work for an organization that is a leader in senior dog and cat rescue and care.

Young at Heart is looking for a veterinary technician who believes in Young at Heart's mission to provide senior dogs and cats with a safe haven and to ensure they live with comfort, compassion, and companionship in their golden years. This unique position would be rewarding for a person who enjoys rescue work and troubleshooting with outside of the box ideas. Every day at Young at Heart there are new opportunities that allow you to use your skills and experience to turn senior pets' lives around and give them a second chance.

This position works alongside veterinarians, surgeons, volunteer vets, a volunteer support team, and a collaborative staff. The shelter vet tech is responsible for diagnostics, communications, disease control, and providing comprehensive care for dogs and cats from intake and until adoption. This position provides medical guidance to staff, volunteers, foster parents, and adopters.

At Young at Heart, we value people and are committed maintaining a culture where we all work hard and have a lot of fun doing it! In addition to being a skilled and knowledgeable vet tech, the ideal candidate for this position is a team player who loves people as much as animals, has excellent communication skills, a commitment to becoming a Fear Free™ professional, and the ability and aptitude to be flexible, resourceful, and efficient.

TECHNICAL VETERINARY DUTIES:

- Perform all routine care including but not limited to vaccinations, micro-chipping, blood draws, urine and fecal sample collection, and eye, ear, wound, nail care, etc. Prepare samples to send out or perform in-house tests, and maintain the laboratory
- Work closely with and assist the veterinarians in all medical care for the dogs and cats
- Manage medications as prescribed by the veterinarians
- Clean, scale and polish teeth with dental machine and hand instruments. Perform intra-oral radiography
- Assist on an as needed basis with managing the flow of patients through the surgical suite
- As needed, induce anesthesia and intubate, monitor anesthesia, assess anesthetic risk and communicate

clearly to DVMs, prepare patients for surgery using hospital procedures, assist surgeons, calculate drug dosages related to surgery/treatment/anesthesia/critical care/emergency and keep thorough records

PROGRAM ADMINISTRATION & COMMUNICATION:

- Help create and promote a welcoming, up-beat, and supportive environment in the vet suite and actively engage with foster parents, adopters, coworkers, volunteers, and volunteer or per-diem veterinarians
- Serve as a medical communications liaison with staff, foster parents, volunteers, and adopters, ensuring that every dog and cat's health issues are understood and managed appropriately. This may include answering questions in person, via email, or over the phone
- Arrange for, schedule, communicate, and manage follow-up appointments for Young at Heart dogs and cats with foster parents and staff. Prepare medical records for all types of appointments
- Email, fax, copy and/or prepare medical records/charts, create various reports from the software, and stock inventory in the pharmacy and clinic
- Represent Young at Heart in a positive, professional, and courteous manner at all times and reserve judgement in difficult situations
- Practice discretion with sensitive information regarding employees, volunteers, donors, and our dogs and cats, and refrain from gossip and negativity
- Communicate appropriately with volunteers and team members to understand euthanasia decisions
- Communicate clinic issues and concerns to the Medical Director or Lead Veterinarian

MEDICAL RECORDS

- Be well versed in hospital software, medical record charting, surgical monitoring charts, dental charts, and hospitalized patient charts, and keep very thorough, accurate, legible, and professional notes in each
- Provide daily data entry, including records regarding dogs' and cats' diagnostics, health, temperament, and next steps. This may include writing and updating easy-to-understand medical case summaries, as determined by the Young at Heart veterinarian, for each of the dogs and cats in a timely manner to assist the adoption team with medical communications

HOUSEKEEPING:

- Keep treatment and surgery rooms clean and sanitary
- Be prepared to perform routine kennel duties including walking, feeding, medicating, scrubbing, mopping, laundry and bathing
- Other duties as assigned

REPORTS TO:

- Medical Director ● Lead Veterinarian

POSITION REQUIREMENTS:

Physical Requirements & Work Environment

- Work is performed at Young at Heart headquarters, which includes areas where free-roaming dogs and cats live and are cared for, office spaces, stairs, and outdoor locations
- Subject to dog and cat bites and scratches while handling dogs and cats of questionable temperament
- Regular bending, reaching, kneeling, sitting on the floor, crouching, and dog walking with occasional lifting of up to 50 pounds
- Occasionally works at computer station, and operates veterinary and electronic equipment
- Exposure to disinfectant solutions
- Comfortable and willing to accommodate multiple dogs and cats in work and office spaces

Education & Experience

- RVT or equivalent with at least 5 years of experience
- Preference given to technicians with comfort in anesthesia monitoring and surgical assistance

Knowledge, Abilities & Skills

- Highly motivated to save as many dogs and cats as possible with the ability to problem solve and thrive with limited time and the utilization of volunteers.
- Ability to manage multiple tasks in a fast-paced environment while demonstrating a calm, flexible, and positive demeanor
- Stress management skills with the ability to handle an array of situations calmly and professionally
- Commitment to maintaining a drama-free zone with coworkers
- Ability to communicate medical information in layman terms to adopters, foster parents, staff, and volunteers
- Ability to assist in the growth and development of clinic volunteers
- Solid computer skills

Schedule:

- This is a part-time position for **FRIDAY ONLY** with shift hours being between 8am and 6pm. Additional hours may be available as we grow.

Salary & Benefits:

- Hourly pay is \$20-\$22 per hour
- No holidays
- Continuing education opportunities