



Job Title: Veterinary Technician, Licensed in NYS
Reports to: Assistant Director of Veterinary Services
FLSA Status: Hourly, Non-Exempt
Employment Status: Full-time regular
Oversees/Manages: N/A

Summary of Responsibilities

The Licensed Veterinary Technician is a key member of the veterinary team. This position is responsible for animal restraint, wound care, administration of treatments, preparing animals for surgery, assisting veterinarians with procedures and surgery, performing euthanasia, preparing medical instruments, entering information into medical records, working under the direction of a veterinarian, and maintaining the facility in a clean and orderly manner. Employees in this position have obtained state-level professional licensure.

Essential Duties

- Understand diversity is a strength, equity is non-negotiable, and inclusion is our obligation, and embody this understanding in all interactions with internal and external stakeholders
- Exemplify and promote the MHHS core values: Compassion, Advocacy, Respect, Excellence, and Stewardship
- Assist veterinarians with surgery and anesthesia, including induction, prep, maintenance, monitoring and recovery of patient
- Clean and maintain anesthesia and surgery equipment
- Take history and vitals for any animal receiving veterinary care
- Prepare prescriptions, dispense medication and medication refills
- Assist or perform treatments, diagnostics, and monitoring
- Place IV catheters and administer IV fluids
- Draw blood for therapeutic monitoring/screening
- Run lab tests, including collecting, preparing, and running or submitting samples for tests
- Read and record results when indicated and requested by the veterinarian
- Administer vaccines and medications to shelter pets and outpatient clinic pets
- Clean and feed patients, walking dogs as needed
- Assist veterinarian/staff with outpatient clinic appointments
- Input data into patient medical record
- Ensure a smooth and timely flow of outpatient appointments from check-in to discharge
- Give patient updates and provides discharge instructions/education to pet owners when appropriate
- Perform post op suture checks and removals
- Perform humane euthanasia as needed
- Collaborate with all members of the veterinary and animal care teams to ensure the best outcomes for the pets in our care
- Other duties as assigned

Qualifications

- Prior Experience: Two or more years of consistent work experience in veterinary medicine required; shelter medicine preferred
- Education: High school diploma or equivalent required; Bachelor's degree preferred
- Credentials: Valid New York State Licensure as a Veterinary Technician
- Hard Skills: Strong data literacy; proficiency with animal management software; strong written and verbal communication skills
- Soft Skills: Excellent emotional regulation; empathy; conflict resolution; strong communication; team focus; flexible and creative problem solving; decisiveness; dependability; organization; time management
- Availability: Saturdays and Sundays required; this is an in-person position with no remote work allowances

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The person in this position is regularly required to:

- Use hands and fingers, talk and hear
- Stand, walk, sit, reach with hands and arms, and stoop, kneel, or crouch
- Lift and/or move up to 40lbs
- See clearly, with or without corrective lenses, up close, at a distance, peripherally, and perceive depth and color

Working Conditions

- Working hours are subject to change based on the needs of the organization
- Alternate schedules, nights, and holidays may sometimes be required
- Work will take place in a variety of environments including medical offices, administrative offices, operational areas, and offsite, including outdoors
- The noise level in the work environment is usually moderate, and hearing protection is available where noise exceeds acceptable levels
- While performing the duties of this job, the position will be exposed to animal odors, animal wastes, chemical cleaning agents, and airborne particles

Employee Print Name

Employee Signature

Date