



ABOUT THE ORGANIZATION: Capital Humane Society is a private, 501c(3) non-profit community-supported organization and is not affiliated with any government agency or national animal welfare organization. We are an open admission shelter accepting all animals that need assistance regardless of age, health status or temperament. Capital Humane Society maintains contractual relationships to serve as the holding facility for Lincoln Animal Control and Lancaster County authorities when they capture stray animals or pursue animal seizures due to suspected abuse and neglect. Capital Humane Society has no legal authority to investigate animal abuse or seize animals.

JOB TITLE: Part-time Licensed Veterinary Technician

SALARY: Minimum \$14.00/hr, no benefits available

POSITION SUMMARY: Under the supervision of the Director of Veterinary Medicine, the Licensed Veterinary Technician assists with surgery, routine health examinations and health maintenance for all animals sheltered at Capital Humane Society, supports the efficient operation and cleanliness of work areas and efficient use of resources.

Responsibilities include but are not limited to:

1. Prepares the operating rooms for daily surgeries including arranging surgical supplies and completing and making available the proper paperwork
2. Sedates animals in a timely manner prior to surgery and is able to properly anesthetize and monitor animals before, during, and after surgery. Effectively communicates with the surgeon about the status of animals in the surgery area during all phases of the procedure being performed (pre-op, inter-op, and post-op) to provide a safe outcome
3. Assists veterinarians in surgery using recognized best practices and procedures, and seamlessly adjusts to different practitioners
4. Cleans the surgery center, all equipment, and kennels.
5. Assists the veterinarian in the treatment of shelter animals. Assists with and documents routine health checks on animals, properly isolates animals in need of further review by the veterinarian and those that are not in good health. Recognizes, documents, and treats common/minor conditions in keeping with shelter best practices. Properly conducts procedures such as heartworm tests, FeLv/FIV tests, skin scrapes, stool checks, vaccinations, parasite treatment, etc.
6. Provides routine and minor health care for animals housed at the shelter, keeps records of the treatments, monitors and reports progress of treatments.
7. Ensures that sufficient supplies are on hand to prevent critical shortages. Ensures supplies are properly inventoried when received, properly stored, and used efficiently.
8. Supervises and oversees volunteers in the veterinary department including pre-vet and veterinary students.
9. Assists in the behavior and wellness review and selection of animals for adoption/euthanasia and performs euthanasia, as assigned.

10. Other duties as assigned.

11. Must work cooperatively with all staff at both the adoption and admissions centers to create a positive team environment and ensure efficient and courteous communication and support with coworkers, supervisors, and the public.

QUALIFICATIONS:

- Familiarity with animal care, diseases, and behavior and various anesthetic agents
- Knowledge of proper intubation and pulse monitoring techniques and how to use and maintain the anesthesia machine
- Ability to recognize and respond to various planes of anesthesia and get along well with people and animals
- Must possess, or be able to obtain within 90 days of employment, a valid Nebraska driver's license and be insurable by the Capital Humane Society's insurance carrier
- Ability to lift up to 25 lbs. throughout the day
- Must be willing to undergo pre-rabies vaccinations at the expense of Capital Humane Society
- Previous experience is important and professional certification is required

WORKING CONDITIONS:

- Indoors in a high noise air-conditioned/heated building, outdoors at shelter or on-location for various activities
- Includes use of PC, printer, copy machine, fax machine, telephone, cleaning equipment and supplies
- Regular exposure to animals and their bodily fluids/waste, diseases, cleaning chemicals, fumes, dust, bites, and scratches
- Heavy lifting and/or moving up to 100 pounds with assistance
- Regular upright movement, such as standing, walking, stooping, bending and lifting
- Working in this field requires the development of self-care skills to combat compassion fatigue

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

Capital Humane Society provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, status as a veteran, or any other protected category, in accordance with applicable federal, state and local laws.