



JOB TITLE: Canine Medical Technician

DEPARTMENT: Canine

ACCOUNTABILITY: Canine Manager

Under the general supervision of the Canine Manager at the Animal Refuge League of Greater Portland (ARLGP), the Canine Medical Technician will support, coordinate, and manage the medical histories and database records for the direct animal departments with a focus in the canine department. A clear understanding of medical and vaccine protocols for pets in a shelter/veterinary setting is required. Additional daily duties may include working with veterinarians, assisting with animal care and assessing of animals as needed.

Duties and responsibilities of position:

- Accurately and efficiently enter and maintain records pertaining to all aspects of an animal's stay and medical history using the shelter database.
- Be conversant in current vaccine protocols of animals in the shelter's care.
- Be familiar with and able to discuss basic ongoing medical care as well as diagnosed health conditions.
- Administer vaccines, anti-parasitic treatments, and perform basic tests/diagnostics on animals.
- Conduct visual assessments on dogs and alert manager and medical team of any concerns.
- As needed, perform veterinary exam rounds with the staff veterinarian. Alert animal care managers of any diagnoses, medications, further care needed, etc.
- Ensure each animal has completed the medical pre-adoption process.
- Abide by protocols of safe animal handling, disease control and prevention.
- Provide information about animals' post-adoption medical care and needs to adopters.
- Be conversant in shelter policies pertaining to adoptions, surrenders, behavior evaluations, treatment policies, animal care and euthanasia.
- Collaborates and supports transports, fosters, and other canine related activities.
- Perform basic animal care duties including, but not limited to, feeding, walking, and cleaning.
- Clean and sanitize assigned areas, including but not limited to kennels, cages, floors, walls, yards, testing and training areas, trails, laundry, kitchen.
- Speak effectively and positively to the principals, purposes, and objectives of the organization.
- Work collaboratively with all shelter personnel and volunteers to achieve an efficient, well-run environment for the pets and employees.
- Able to accept constructive feedback and follow directions to maintain a safe work environment.
- Perform other related duties and assignments as required and determined by management.

Education, prior work experience, and specialized skills and knowledge:

General knowledge and understanding of sheltering and safe animal handling practices with demonstrated strong and humane handling skills preferred, prior shelter or veterinary experience preferred; demonstrated ability in oral communication skills; ability to type and work without error in a database; demonstrated ability for challenging, physically demanding work in a stressful environment; ability to lift 50 pounds. Comfortability handling large and energetic canines is required. Must be able to access a non-handicapped building and climb steep stairs several times per day; lift, bend, twist, scoop, kneel, and groom. Possess a clean, valid State of Maine driver's license.

Working conditions:

Work Environment: Most work is performed in normal shelter setting; potential for exposure to zoonotic diseases; potential for exposure to dangerous and fractious animals; exposure to high noise levels when in kennel area; potential for animal bites and scratches while handling animals.

Work is performed in an animal shelter. Potential for exposure to environmental factors such as temperature variations, high noise levels, zoonotic diseases, animal waste, hazardous chemicals or chemical materials requiring OSHA Material Safety Data Sheets, anesthetics, sharp objects, and potential hostile persons and/or dangerous and fractious animals.

Physical Activities: Potential for sitting for several hours at a time; climb stairs unassisted, potential for standing on feet and/or walking for 8 hours a day; driving a car; kneeling; walking dogs on a leash.

Schedule: Schedule will be determined based on the needs and priorities of the Canine Department. In conjunction with the Canine Manager, the employee determines work methods and solves problems utilizing technical/specialized knowledge and/or experience.

The employee operates under broad administrative direction and is given responsibility for independently planning, designing, and carrying out programs, projects, and studies in accordance with ARLGP policies, protocols, and standards. The employee keeps the supervisor apprised of progress.

To apply:

Please submit a **cover letter** outlining your qualifications, reasons for pursuing a career in animal welfare, along with your **resume** to **jobs@arlgp.org** with the subject "Canine Medical Technician."

The ARLGP will review applications that meet the above submission requirements for the job posted. Due to the significant interest in our job openings; follow-up communication is limited to candidates who meet the posted qualifications. If you have not been contacted within a month of application, you may assume that you have not been selected as a candidate. Due to the volume of interest in our positions, no calls please.