



**JOB TITLE:** Licensed Veterinary Technician/Medical Care Assistant

**DEPARTMENT:** Clinic

**JOB CLASSIFICATION:** Part-time or full-time non-exempt

**ACCOUNTABILITY:** Shelter Veterinarian/Executive Director

Under the general supervision of the staff Veterinarian at the Animal Refuge League of Greater Portland (ARLGP), the Licensed Veterinary Technician will support the shelter pets by working closely with the veterinarians and animal care staff, executing examinations, dispensing and administering medication, treatments, vaccinations, providing support for medical procedures, and ensuring completeness of medical records. This position also works daily with multiple organizational departments including foster care and guest services.

**Duties and responsibilities of position:**

- Assess and consider daily the physical health and mental well-being of pets in ARLGP care, on-site and in foster care under supervision of veterinarians
- Performing and reviewing initial intake exams, reporting, and documenting medical concerns and findings into shelter software system accurately and completely, following established protocols.
- Schedule veterinary exams and procedures in the shelter database
- Schedule and ensure execution of treatment plans, reporting back to the veterinarians regularly to discuss efficacy of treatment
- Gather and input medical records for transported and owner-admitted animals into the shelter software system
- Assemble and dispense medications daily for in-house animals, foster pets, and adopted pets; provide clear instructions for administration for foster and adopted pets
- Regularly assist veterinarians with exams
- Be able to interact professionally and positively with the owners of public pets, providing post-operative care information and information on routine care (vaccines, heartworm prevention, flea, and tick prevention, etc.)

**Additional responsibilities:**

- Cross-train into animal care departments to have a full working knowledge of animal area cleaning, feeding, etc.
- Assist in management of on and off-site emergency patient care
- Other duties as assigned

### **Necessary skills:**

- Expert in safe and humane restraint techniques for cats, dogs, and various small animals in different situations and for various procedures
- Ability to conduct in-house lab tests such as bloodwork, fecal tests, SNAP tests, cytology, and urinalysis
- Ability to operate equipment and instruments such as IDEXX diagnostic equipment, centrifuge, microscope, refractometer
- Knowledge of infectious disease, zoonotic disease
- Exceptional attention to detail
- Ability to remember and follow verbal instruction
- Able to interact safely with pets who are in pain or under stress
- Have the ability to administer medications and fluids, vaccinations, execute venipuncture, prepare, and read fecal samples
- Able to accurately and quickly do basic mathematical calculations
- Be able to work as part of an interdependent group, while being self-motivated to execute one's share of the responsibilities
- Pleasant and professional demeanor
- Excellent communication skills, strong organizational skills, and the ability to work effectively with others, as coordination with multiple departments within the organization is frequently required
- Computer skills required including Word, Excel, email, and all other forms of electronic communication
- Proactive, positive, 'recycle, reuse and repurpose' attitude

### **Qualifications:**

- High school diploma, or equivalent
- LVT certification from an AVMA accredited program
- Current licensure in good standing in the state of Maine
- Valid Maine driver's license with good driving record
- Reliable transportation

### **Work environment:**

- Duties of the job are performed in an animal shelter/animal clinic setting
- The employee is frequently exposed to odors or airborne particles including animal fur, disinfecting chemicals which can be toxic and zoonotic diseases
- Consistently exposed to animals and animal allergens under conditions without alterations available
- Due to the nature of shelter work, the employee may be exposed to fractious animals, deceased animals, or animals in poor physical or mental health
- The noise level in the work environment can be very loud
- Must be able to lift at least 50 lbs. with reasonable accommodations
- Able to climb stairs unassisted
- Able to scoop, bend, twist, lift, squat, kneel, grip and reach
- Able to stand for several hours up to an 8-hour shift
- Able to sit at a computer workstation and type and use a mouse for 2-4 hours at a time as part of normal job functions
- Move about the building and campus consistently

**To apply:**

Please submit a **cover letter** outlining your qualifications, reasons for pursuing a career in animal welfare and **salary requirements**, along with your **resume** to **jobs@arlgp.org** with the subject "Licensed Veterinary 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.