



JOB TITLE: Veterinary Technician

DEPARTMENT: Clinic

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

ACCOUNTABILITY: Clinic Manager

Veterinary Technician

The Animal Refuge League of Greater Portland (ARLGP) is looking for experienced veterinary technicians to support our brand-new community veterinary clinic on the Animal Refuge League of Greater Portland campus.

ABOUT US

The ARLGP Community Clinic at Baxter has one mission; To keep pets and people together by providing access to affordable veterinary care to those who need it most. We provide high-quality, personalized wellness care, minor illness and injury care, and end-of-life care. We believe providing these services at affordable, low-cost or no cost prices will further our mission of keeping pets and people together. Removing the financial barriers that pet owners are experiencing makes for a happy workplace. Our priority is to provide exceptional veterinary care and customer service in a low-stress environment!

Duties and responsibilities of position:

- Provide compassionate care to patients and clients.
- Keep accurate medical records in accordance with hospital policy, including in-depth knowledge of medical terminology and record keeping.
- Prepare and maintain the exam rooms and treatment areas.
- Perform physical assessments and record observations, including triaging and problem solving to achieve the best possible outcomes.
- Fear Free, low stress and compassionate handling and restraint.
- Prepare estimates for procedures and discuss financial commitments with clients.
- Venipuncture and IV catheter placement
- Pharmacy skills, including protocols for filling in-house prescriptions.
- Radiography and digital imaging
- Monitor vitals
- Sample collection and processing for in-house and reference lab testing
- Build initial rapport and long-term relationships with both pets and clients, successfully communicate plans and estimates to owners.
- Assist the Veterinarian in medical, surgical and dental procedures; prepare patients for surgery; administer anesthesia; monitor patients during surgery and recovery; administer fluids.
- Communicate within the team, proactively advocating for their patient's needs.
- Operate practice management software and related software packages.

Additional Requirements:

- High school diploma or equivalent
- Veterinary Technician Certification (CVT) or License (LVT) is highly desirable; equivalent training and experience may substitute.
- Dental and anesthetic experience.
- Must have a positive attitude, be a team player, and remain non-judgmental.
- Strong work ethic and track record of being reliable.
- Willingness to learn new skills and techniques.
- Fear Free Certification (will be provided)
- 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

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

Physical requirements and work environment:

- 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 clinic 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, 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.