



VETERINARY TECHNICIAN

JOB DESCRIPTION

Reports To: Head Veterinarian

FLSA Status: Non-Exempt

Core Functions:

Under the Direction of the Head Veterinarian, the Vet Tech is responsible for tracking and logging all medical procedures at the AWCC. The Vet Tech will assist the Head Veterinarian in all diagnostic and surgical procedures, and respond to medical concerns brought forward by the animal care team to act as a liaison of information between husbandry and medical teams. The Vet Tech will be responsible for maintaining all medical records, and keeping the AWCC Infirmary in clean, working order. Monthly inventories of medical equipment and supplies will be tracked. Schedule, examine, and discuss any sick animals with the Head Veterinarian, as well as administer treatments including injectables (often administered by stickpole or dart gun) and IV therapy as directed by the Head Veterinarian. Work with the Head Veterinarian to grow and improve the AWCC medical care department. Train and supervise intern or volunteer vets and techs as needed.

Major Activities (typical duties/responsibilities):

- Works closely with the Head Veterinarian and other senior management to ensure effective and clear communication amongst the team(s).
- Maintains a valid veterinary technician license in Alaska.
- Maintains schedule drug log.
- Maintains a clean and functioning Infirmary, ensures all equipment is accounted for and in working order on a daily basis.
- Administers treatments to animals, including IV therapies, injectables or oral medications, under direction of the Head Veterinarian, and in cooperation with husbandry team.
- Fills and tracks all prescriptions given to husbandry staff. Works closely with Head Vet and husbandry team to find novel ways to ensure medication is given to the animals.
- Works closely with husbandry staff to design or ensure weights are obtained on most species.
- Works with senior management staff to do visual physical exams on all animals once a month, including BCS scoring, and results recorded in medical records.
- Properly sanitizes, organizes and stores equipment after large procedures
- Assists with X-ray, and maintains x-ray equipment and badges. Properly records all rads into animal files with AWCC's online records system,
- Transfers medical records from historical record keeping program to updated system.
- Designs and develops SOPs with Head Veterinarian for preventative medicine program, and to ensure safe and proper handling of infirmary supplies.
- Assists the AWCC Husbandry teams with general husbandry tasks on an as-needed basis
- Assists the AWCC husbandry teams with medical behavior training based on Head Veterinarian behavioral wishes.
- Sets up and runs microscopic samples as needed.
- Ensure samples for animals are collected, packaged and shipped safely and quickly. This often requires driving the samples 1 hour each way to a drop off point. Monitors and records sample results in medical records.
- Other duties as assigned.

Skills/Abilities:

- Quick thinker and ability to make decisions independently
 - Multi-task and prioritize in line with organizational priorities, deal with a certain level of expected challenges and be able to meet deadlines
 - Ability to plan, conceptualize, organize, motivate and direct others in a team environment in the achievement of the AWCC's goals and objectives.
 - Experience using Microsoft Office, Word and Excel.
 - Strong communication skills, both written and oral.
 - Must be able to lift 50 lbs.
 - Must be able to work outdoors in extreme wind, temperature, rain and winter conditions.
 - Must be willing to work a flexible schedule including nights, weekends and holidays as needed.
 - Must be willing and able to work outside in extreme cold or rain to assist husbandry team and vet in procedures and at times drive snowmobile, ATV or regular truck.
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Minimum Requirements/Experience

- Veterinary Technician license for the State of Alaska
 - Willing to meet standards of Technicians for the State of Alaska
 - 3- yr. experience working as a licensed veterinary technician in a busy clinic setting (large or small animal)
 - 1-yr experience working in a captive wildlife setting
 - Valid drivers license
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Benefits

- \$55 - \$60k annual salary, DOE
- 10 paid holidays (New Years Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Day-After Thanksgiving, Christmas Eve, Christmas Day, the Employee's Birthday).
- Medical, dental and vision insurance. The AWCC pays 100% of the employee premium (employee only, no dependents).
- 2 weeks of PTO in employee's first year, this continues to grow the longer the employee is with the AWCC. Eligible to use PTO after 90 days of employment.
- 30 hrs of sick leave annually. Eligible for use after 30 days of employment.
- Flexible Schedule, 40 hrs/week

EMPLOYEE PRINTED NAME: _____

DATE: _____

EMPLOYEE SIGNATURE: _____