



## **Veterinary Technician & Lead Tech Job Description**

5/16/18

**Overview:** Assist the CGCR veterinarians for spay/neuter clinics and support clinic operation for TNR and adoptable cats. The senior vet tech at each clinic serves as the Lead Vet Tech.

### **Vet Tech Responsibilities:**

- Follow all Vet Tech Work Instructions for clinic as well as related Work Instructions
- Take directions from the veterinarians, lead vet tech, medical coordinator and clinic coordinator as given
- Maintain clinic log as clinic progresses
- Getting carriers and traps ready for cat post-surgery
- Monitoring recovery of cats coming out of anesthesia
- Update medical charts for adoptable cats, insert microchip
- Do blood draws for cats getting FIV/FelV tests, run tests and record results
- Clean surgical instruments and prepare spay packs to run through autoclave per work instructions
- Clean up clinic area and put away supplies when clinic is finished
- Give post-op instructions to care givers at pick-up, collect donations

### **Lead Vet Tech Responsibilities:**

In addition to the above:

- Determine what order cats are to be spayed/neutered
- Direct clinic flow and tasks so that the veterinarian is always supported in her work and has the next cat(s) prepped for surgery when ready
- Communicate with clinic scheduler and foster coordinator as unplanned issues arise including in-take decisions
- Inform medical coordinator when clinic supplies are running low
- Make sure all paperwork (log and health chart) is sent to the designated people as posted, i.e. clinic log and health charts at end of clinic
- Line up cat care for any cats housed at LAC post clinic and communicate plan including needed medications and special instructions

### **Qualifications:**

- Enjoy working with animals including feral and semi-feral cats
- Able to communicate with other rescue people via email
- Ability to communicate effectively and professionally with public, volunteers and veterinarians both in person, on the phone and via email.
- Ability to work independently, as well as be a team player
- Maturity and resourcefulness to identify, communicate, address issues and follow up to ensure resolution
- Understanding of infectious diseases and willingness to adhere to protocols to prevent spread.
- Willingness to learn new medical/behavior techniques and then implement them
- Have a smart phone