



Idaho Humane Society Job Description

Shelter Technician

The Idaho Humane Society is a community-supported open-door facility that provides shelter, medical care, adoption services, humane law enforcement services and much more to over 20,000 animals annually. Since its incorporation in 1945, the Idaho Humane Society has become one of the most recognized and beloved nonprofit organizations in the community.

Department:	Shelter
Classification:	Regular, non-exempt
Job Relationships:	Supervised by Shelter Manager
Salary:	DOE
Benefits:	Paid time off accrual, eight paid holidays, retirement plan, health insurance, dental insurance and supplemental insurance. All employees receive discounts on veterinary care and retail store pet supplies, as well as veterinary care credit and one free adoption annually.

Position Summary:

The Shelter Technician is responsible for the daily care of all hospitalized shelter animals and injury/ isolation animals. This includes medical treatment and maintaining a clean, healthy environment for the animals. The Shelter Technician will work closely with the Shelter Veterinarian.

Duties and Responsibilities

- Responsible for complete care of any and all animals in Injury/Isolation room, as well as shelter animals hospitalized in treatment area. Must communicate regularly with support staff in regards to these animals.
- Perform medical care as requested by Shelter Veterinarian in a timely manner.
- Administer anesthesia and monitor animals under anesthesia during x-rays and exams.
- Communicate regularly with Clinic ACA on care of animals in Clinic Shelter Dogs. If the Clinic ACA is not on duty, care of animals in Clinic Shelter Dogs to be completed by Shelter Tech.
- Ensure all medications are filled, patient charges are input correctly, and corresponding paperwork follows the animal to and from clinic/shelter.
- Assist the Shelter Veterinarian with all OCPA appointments throughout the day.

- Complete Medical Procedure Request Forms submitted from shelter in a timely manner.
- Triage all incoming animals to shelter front desk that are possibly in need of medical attention.
- Complete or assist with humane euthanasia procedures when necessary.
- Be available to assist both room and surgery technicians if a high volume of patients are in need of care.
- Work closely and communicate with any volunteers to help ensure a positive experience and to ensure proper procedures are being met.
- Necessary veterinary technician skills including, but not limited to:
 - Checking vitals of patients
 - Taking radiographs
 - Restraining animals safely
 - Medicating patients properly
 - Dispensing written prescriptions without error
 - Drawing blood & running respective tests
 - Placing catheters
 - Monitoring animals under sedation
 - Giving subcutaneous fluids
 - Performing fecal flotations
 - Performing urinalyses

Qualifications

- Required:
 - Prior experience in animal care.
 - Excellent interpersonal and organizational skills, as well as the ability to work well in a fast-paced environment and handle multiple tasks at once.
 - Strong communication skills and ability to maintain a professional demeanor as a liaison between shelter staff and clinic staff.
 - Ability to work independently, and follow instructions with attention to detail.
 - Must have patience with frightened animals and basic understanding of animal behavior, while working with all species without bias.
 - Sincere interest in IHS mission and vision.
- Desired:
 - Experience working in a shelter/rescue environment.
 - Prior experience as a veterinary technician.
- Education/Training
 - High school diploma/ G.E.D.

Working Conditions

Work is performed in an animal shelter and animal clinic. 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.

Mental, Physical and Communications Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stay standing or active during entire shift.
- Ability to lift and carry objects and animals of moderate weight.
- Ability to lift, bend, stop, kneel, crouch, push and other strenuous activities.
- Requires treating people and animals in a pleasant, courteous and professional manner.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.

Idaho Humane Society is an Equal Opportunity Employer