



**Job Title:** Foster Veterinary Technician  
**Department:** Shelter Medical Services  
**Reports To:** Director of Veterinary Medicine  
**FLSA Status:** Non-exempt

### **SUMMARY**

Responsible for assisting veterinarians, veterinary technicians, and foster coordinators. Communicates with foster parents and assists with the daily operations of foster animal medical care. Provides clinical support to other departments as needed.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

#### Animal and operational support

- Provide compassionate care for all animals, in line with Peggy Adams' policies and procedures.
- Triage urgent situations pertaining to animals in foster homes, assess their needs, and make appropriate determinations.
- Ensure information regarding animals and foster parents is accurate and entered in the database in a timely manner.
- Restrain pets for veterinarians and other veterinary technicians.
- Monitor, record, and report physical exam findings (both onsite and in foster homes).
- Assist in taking radiographs and other diagnostics such as blood draws.
- Monitor and collect urine and fecal samples as needed.
- Provide regular care for onsite animals as needed.
- Follow medical standard operating procedures.
- Must have a thorough knowledge of the Foster Program and have attended all foster related trainings.
- Assist in euthanasia when needed.

#### Client and volunteer support

- Provide clear, consistent communication with foster parents regarding animals onsite and in foster homes via multiple methods of communication (phone, email, text, etc.).
- Train foster parents on caring for sick pets in their homes.

- Ensure all interactions with clients (including foster parents) uphold the standard of excellent client experience at Peggy Adams.
- Create and maintain schedule for foster parents to bring their animals in for regular examinations and preventive medications.
- Must maintain clear communication with foster volunteers, Foster Coordinators, veterinarians, and direct supervisor.
- Maintain a schedule for foster volunteers and supervise training progress.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must have basic veterinary technician knowledge and knowledge of common animal health related conditions.
- Must have excellent oral and written communication skills including the ability to effectively present information to others through verbal or written reports.
- General knowledge of progressive animal sheltering preferred.
- Must have excellent phone etiquette.
- Detailed knowledge of applicable office skills.
- Must support Peggy Adams Animal Rescue League's mission, policies, and practices.
- Must demonstrate consistent follow through and completion of tasks given through various methods of communication.
- Ability to work well with a team.
- High level ability to multi-task, organize and perform detailed tasks efficiently and with accuracy.
- Must adhere to the company's dress code.

## **PREFERRED QUALIFICATIONS**

- Two years of veterinary technician experience.

## **EDUCATION and/or EXPERIENCE**

- High School Diploma or GED
- Basic computer skills including but not limited to ability to access databases, check company email, etc.
- Bilingual a plus.

## **COMPUTER SKILLS**

- Online scheduler

- Microsoft Word, Excel, and Access
- Chameleon

### **MATERIALS and EQUIPMENT USED**

- Multiline phone system
- Fax machine
- Computer
- Copier

### **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must 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:

- While performing the duties of this job, the employee is consistently required to stand and move. In addition, the employee is constantly required to talk, hear and use hands for grasping, reaching and other operative tasks. The employee is required to sit occasionally. The employee will also be required to bend neck and twist body. The employee will be required to consistently lift an animate or stationary object of up to 50 pounds.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- While performing the duties of this job, the employee is frequently exposed to an indoor office environment climate condition. The employee is occasionally exposed to outdoor weather conditions. The employee is consistently exposed to animal odors and animal fur.
- Employee exposed to Biohazardous materials.
- The noise level in the work environment is usually loud/noisy.

Employee Printed Name \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature \_\_\_\_\_