

## **JOB DESCRIPTION MEDICAL CARE TECHNICIAN**

**Job Title:** Medical Care Technician  
**Department:** Operations  
**Reports to:** Shelter Manager  
**FLSA Status:** Non-Exempt

### **Summary**

Provide medical treatment as directed by Shelter Manager, Kennel Manager or Director of Operations

### **Knowledge/Skill Qualifications**

A genuine interest in animals and their well-being. Data entry and general knowledge of pet population software. Willingness to learn new procedures, recognize problems and use problem solving skills to make necessary changes for the overall well being of the shelter. Communicate effectively and professionally with co-workers, management and the public at all times. Promote positive relationships with the general public, volunteers and staff while promoting our programs, policies and philosophies.

### **Working Environment**

Possible exposure to infectious organisms, animal waste, allergens, chemical materials requiring OSHA Material Safety Data sheets and potential hostile persons and/or vicious animals. Noise level is generally loud.

### **Physical Demands**

Individual will be required to stand, walk, and lift 50 pounds throughout a normal workday.

**Essential Duties and Responsibilities** Include the following. Other duties as assigned.

- Communicate effectively and professionally with co-workers, management and the public at all times.
- Promote positive relationships with the general public, volunteers and staff while promoting our programs, policies and philosophies.
- Treating all animals humanely, properly and with compassion at all times, regardless of the situation or circumstance.
- Perform basic general exams to look for obvious injuries/illness.

- Monitor the health of shelter animals; follow established procedures if symptoms of illness arise based on the degree of illness or injury.
- Perform daily medication administration based on individualized medical instruction sheets
- Perform vaccinations based on report, listing type of vaccination and animal in need.
- Perform standard parasite control based on report, listing type of medication(s) and animal in need.
- Drawing blood to perform heartworm and feluk tests.
- Microchip animals.
- Stool sample results.

**Availability**

SHS is open seven days a week including holidays. Medical Care Staff is required to work most weekends and all holidays.

Note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the position.