



## Job Description

<b>Job Title:</b>	Technician Assistant
<b>Department:</b>	Clinic
<b>Job Classification:</b>	Hourly, Non- exempt Position
<b>Job Relationships:</b>	Reports to Clinic Medical Services Manager Provides support and training to assigned volunteers

The Technician Assistant supports the surgical technicians and client service representatives in providing high quality client service and patient care at Fort Collins Cat Rescue and Spay/Neuter Clinic. This position requires learning a wide range of policies and procedures. Independent judgment and confidence to take appropriate actions with standard situations as needed is required.

### **Major Duties and Responsibilities:**

- Assists the veterinarian during the morning check-in process (including TPR).
- Demonstrates safe, humane restraint techniques of patients.
- Recovers and monitors animals waking up from anesthesia.
- Cleans, disinfects, preps and autoclaves surgical packs.
- Cleans kennels and performs related housekeeping duties.
- Cleans, disinfects and stores equipment used in and around clinic.
- Processes laundry throughout the day.
- Assists Client Service Representatives with discharging of dogs and cats.
- Maintains proper inventory levels of cleaning supplies and other supplies. Informs supervisor when reordering is necessary.
- Assists clients and veterinarian with animals receiving post op re-checks.

### **Other Duties:**

- Performs liaison duties as needed
- Learns basic duties of other departments and support other departments and staff .

### **Job Qualifications:**

**Education/Experience:** Minimum of high school diploma or equivalent; Minimum of 2-years experience working with animals in a shelter or veterinary setting

**Knowledge:** Knowledge of animal breed, behavior, and handling; Knowledge of clinic software a plus; Knowledge of Microsoft Office applications (Access and Excel)

**Skills:** Effective verbal communication skills for in person and telephone contact; Excellent customer service skills, particularly with a variety of client situations; Able to prioritize duties and perform multiple tasks; Able to work in a high-stress, fast-paced environment; Basic computer skills; Ability to learn, retain and communicate a wide variety of information; Detail orientation

**Abilities:** Able to work with animals; Able to work with disinfectants and cleaning supplies; Able to perform physical work including scrubbing, mopping, lifting, walking, and bending

**Working Conditions:**

**Work Environment:** Work performed in animal clinic setting; Potential for exposure to zoonotic diseases and cleaning chemicals; Potential for exposure to dangerous and fractious animals; Potential exposure to high noise levels when in kennel area; Potential for animal bites and scratches while handling animals

**Physical Activities:** Occasional lifting of up to 50 pounds; Potential for standing on feet for 8 hours a day

**Unusual Demands**

Work is subject to frequent interruptions. Employee is subject to work weekends, holidays and beyond the normal scheduled hours of work. Employee is subject to work outside in a variety of weather conditions.

**FLSA Status**

Nonexempt

**Reports to**

Clinic Manager

**Supervises**

Provides support and training to assigned volunteers

**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.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_