



# Bucks County

## Society for the Prevention of Cruelty to Animals

www.bcspca.org

### JOB ANNOUNCEMENT

Job Title: Full-time Clinic Technician  
 Department: Quakertown Shelter  
 Reports to: Director of Shelter Medicine  
 FLSA Status: Non-exempt  
 Posting Date: September 18, 2018

#### SUMMARY

The Clinic Technician is responsible for assisting the Veterinarian in surgery and with medical examinations. The Technician may also be assigned to perform basic animal care and husbandry, initial physical examinations for incoming animals, assist with veterinary rounds, vaccinate and medicate shelter animals, and schedule animals for examinations as needed.

Experience working in an animal shelter or veterinary hospital is required. This is a full-time position, approximately 40 hours per week, and includes one weekend day.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs all job duties in an efficient positive manner with good internal customer service to staff and volunteers.
- Participates in and promotes BCSPCA safety programs.
- Willingly assists public in all aspects of BCSPCA programs. Shares information to enhance the public's knowledge of animal welfare, as well as their knowledge of the BCSPCA's mission and policies in a helpful, positive, and timely fashion.
- Assist the BCSPCA Veterinarian(s) with surgeries and examinations at both shelter locations (Lahaska and Quakertown)
- Prepare animals and instruments for surgery
- Administer anesthesia to animals and monitors anesthetized patients
- Perform intravenous injections, venipuncture to obtain blood samples for testing, intramuscular and subcutaneous injections, and intubations on cats and dogs.
- Collect laboratory samples, such as blood, urine, and stool for testing
- Perform laboratory tests, such as heartworm tests, feline leukemia/FIV tests and fecal tests
- Perform initial physical examination upon intake of animals, vaccinate and medicate as necessary
- Administer medications, vaccines, and treatments as prescribed by the Veterinarian
- Prepare daily vaccination schedules of animals that need booster vaccinations or treatments
- Schedule exams for animals that need to be seen by the veterinarian
- Maintain medical supplies in stock and complete inventory list of items to be ordered
- Maintain all necessary controlled substance drug logs and update patient records as necessary.
- Maintain a clean and sanitary medical facility, including sterilizing surgical and examination tools
- Perform humane euthanasia (once certified). Euthanasia certification is required within 6 months of hiring
- Communicate proactively, openly, positively, and regularly with the Veterinarian, Shelter Supervisor, Shelter Manager, and other staff as appropriate
- Perform other duties as assigned.

Administrative Office:  
 PO Box 277  
 Lahaska PA 18931  
 215-794-7425

Lahaska Shelter:  
 1665 Street Rd.  
 New Hope, PA 18938  
 215-794-7425

Upper Bucks Shelter:  
 60 Reservoir Rd  
 Quakertown, PA 18951  
 267-347-4674

**EDUCATION AND/OR EXPERIENCE**

- High school diploma or equivalent required
- Veterinary technician degree preferred
- College degree preferred

**WORK EXPERIENCE and TECHNICAL SKILLS**

- Demonstrated commitment to excellent customer service
- Ability to develop and maintain a good rapport with public and peers
- Ability to develop and conduct training, including material development
- Ability to take direction and work consistently with a positive attitude
- Ability to prioritize and simultaneously handle multiple projects
- Meticulous recordkeeping skills and attention to detail
- Strong organizational skills including self-motivation and reliability
- Ability to work in a positive manner in a team environment to assure all of BCSPCA's goals are met
- Mid-level computer skills including working knowledge of Microsoft Office, web-based software, and internet technology; use of standard office equipment including but not limited to scanners, copy machines, and printers
- Minimum 1 year relevant work or veterinary technician experience
- Experience with animal care
- Ability to lift and carry 40lbs with assistance
- Ability to work standing for 8 or more hours
- Ability to work independently and as part of a team

**LANGUAGE SKILLS**

- Excellent verbal and written communication skills
- Ability to convey instructions and information in a clear positive manner to members of the public and co-workers
- Friendly and outgoing communication style
- Good listening skills

**REASONING ABILITY**

- Ability to use logic to define problems, collect data, establish facts, and draw valid conclusions
- Ability to identify sensitive issues and maintain their confidentiality
- Ability to tell right from wrong and adhere to a strict level of honesty
- Ability to learn from advanced training in the animal welfare field and incorporate that learning into daily work

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid State of Pennsylvania driver's license and a great driving record

**OTHER SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above 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.

**PHYSICAL 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. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is regularly required to stand; walk; and use hands to finger, handle, or feel. The employee must regularly lift and/or move up to 60 pounds. Specific vision abilities required by this job include close vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate, but can be quite high at times (kennel areas).

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Resumes should be emailed to [clinic@bcspca.org](mailto:clinic@bcspca.org)  
or mailed to Bucks County SPCA, 60 Reservoir Road, Quakertown, PA 18951.

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