



Bucks County

Society for the Prevention of Cruelty to Animals

www.bcspca.org

JOB ANNOUNCEMENT

Job Title: Lead Clinic Technician
Reports to: Director of Shelter Medicine
FLSA Status: Full-time, Non-exempt

SUMMARY

The Lead Clinic Technician is responsible for assisting the Veterinarian in surgery and with medical examinations. The Lead Clinic Technician will function as the primary technician at their assigned facility, leading the tech team on surgery days and on non-surgery days. The Lead Clinic Technician is responsible for performing daily medical rounds and weekly shelter rounds with a member of the Operations team. The Lead Clinic Technician will also assist with the public clinic, particularly in the absence of the Clinic Manager, and serve as a back-up for appointment making, reminder phone calls, and triaging post-operative concerns. The Lead Clinic Technician will also be assigned to perform basic animal care and husbandry, initial physical examinations for incoming animals, vaccinate and medicate shelter animals and schedule animals for examinations as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Perform all job duties in an efficient, positive, helpful manner with good internal customer service to staff and volunteers.
- Act as daily lead, taking primary responsibility for daily work, including but not limited to:
 - Performing initial physical examination upon intake of animals, vaccinate and medicate as necessary
 - Performing intravenous injections, venipuncture to obtain blood samples for testing, intramuscular and subcutaneous injections, and intubations on cats and dogs.
 - Collecting laboratory samples, such as blood, urine, and stool for testing
 - Performing laboratory tests, such as heartworm tests, feline leukemia/FIV tests and fecal tests
 - Administering medications, vaccines, and treatments as prescribed by the Veterinarian
 - Assisting the BCSPCA Veterinarian(s) with surgeries and examinations at designated shelter location (Lahaska or Quakertown)
 - Preparing animals for surgery
 - Administering anesthesia to animals and monitoring anesthetized patients
 - Preparing daily vaccination schedules of animals that need booster vaccinations or treatments
 - Scheduling exams for animals that need to be seen by the veterinarian
 - Acting as the medical lead on daily medical rounds and weekly rounds with operations
- Maintain medical supplies in stock and complete inventory list of items to be ordered
- Assist in training of new and existing Clinic Technicians
- 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
- Participate in and promote 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.
- Perform humane euthanasia (once certified). Euthanasia certification is required within 6 months of hiring
- In the absence of the Clinic Manager, the Lead Clinic Technician makes public spay/neuter appointments, facilitates check in and discharge of spay/neuter clients, ensures all necessary paperwork is properly filled out and performs data entry related to spay/neuter surgery.
- 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 60lbs with assistance
- Ability to work standing for 8 or more hours
- Ability to work independently and as part of a team
- 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
- 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

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). The position cannot be performed remotely, and it is therefore not eligible for telecommuting.

Resumes should be emailed to clinic@bcspca.org
or mailed to Bucks County SPCA, 60 Reservoir Road, Quakertown, PA 18951.