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## JOB POSTING

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**POSTING DATE:** SEPTEMBER 24, 2018

**POSITION:** CLINIC DATA ENTRY TECHNICIAN

**CLOSING DATE:** OPEN UNTIL FILLED

**STATUS:** FULL TIME / HOURLY

**REQUIRED EXPERIENCE:** 6 MOS TO 2 YRS

**BASE PAY:** \$12/HR

**REQUIRED EDUCATION:** TRAINING IN ANIMAL CARE FACILITY, HS DIPLOMA OR GED

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## JOB DESCRIPTION

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### Principal Duties and Responsibilities:

- Accurately enters all required information presented into the clinic information system
  - Process data entry by reviewing data for deficiencies and resolving discrepancies by using standard procedures
  - Responsible for data entry of animal information upon intake as well as entry of all veterinary and medical treatments and notes
  - Responsible for basic medication calculations, record keeping, and knowledge of all medical protocols
  - Assists with examining and processing all received animals (includes properly completing necessary paperwork in a prescribed manner). Processing includes performing basic examinations for infections, infestations, and other medical conditions that may need treatment as well as the following: vaccination, collecting blood samples, administering dewormer and heartworm/flea/tick prevention, bathing, and basic grooming
  - Assists with diagnostic procedures including; collecting blood samples, fecal flotations, skin scrapes, etc.
  - Assists with preparing and setting up animal kennels and related equipment for cage change outs or newly arriving animals according to specific instructions
  - Assists with administering all medications to shelter animals as well as feeding, watering, and exercising animals in designated clinic work area
  - Assists with monitoring shelter animals for any signs of illness or behavior issues and communicating these to the Clinic Supervisor and Veterinarian on duty
  - Responsible for monitoring supply needs at all times and promptly communicating needs to Clinic Supervisor
  - Maintains full knowledge of basic animal care in order to educate the public during wellness clinics. This includes familiarity of necessary vaccinations, sterilization benefits, heartworm disease (testing, prevention, treatment). Maintains familiarity of products offered through the shelter, mechanism of action, and basic costs
  - Performs all duties in an efficient and timely manner while staying on task and occupied during entire shift
  - Responsible for ensuring the comfort, safety and well-being of all shelter animals, including performing hourly walkthroughs of clinic animals and infirmary patients to maintain this standard of care
  - Assists with rinsing, scrubbing, and disinfecting animal cages, hallways, floors, and walls in designated area; cleans water and food dishes and related kennel equipment and facilities
  - Assists in monitoring equipment for proper operation (chemical mixers, hose units, microscope, etc.)
  - Identifies problems and notifies Supervisor or Lead Technician
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- Provides accurate information and friendly professional customer service to the public and to co-workers in a positive, courteous, truthful and tactful manner. Interacts with all departments cohesively and communicates information effectively
- Provides holiday and weekend coverage as required
- The individual must be capable of functioning independently with minimal supervision
- Performs or assists with the euthanasia of animals by injection as required
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity

#### **Additional Duties and Responsibilities:**

- Assist with fundraising activities and special events as needed
- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel

#### **Minimum Knowledge and Skills required by the Job:**

- Excellent data entry speed and accuracy required (50 WPM)
- Work requires the analytical skills to gather and interpret data in related situations
- Basic animal handling/restraint
- Valid driver's license required

#### **Work Environment:**

- Potential for exposure to zoonotic diseases
- Exposed to high noise levels, chemicals used to sanitize facilities, vehicles, or equipment and other physical situations that involve all forms of animal life

#### **Physical Requirements of the Job:**

- Must stand, walk, bend and stoop to perform duties
- Must have the ability to perform prolonged physical activity
- Must be able to stand for 8 hours
- Ability to lift 50 lbs.
- May be expected to work weekends, holidays, and off hours
- Job may require performance of tasks that involve potential for exposure to blood, body fluids, or tissues, animal and/or human

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