



JOB POSTING

POSTING DATE: 12/09/2025 **POSITION:** CLINIC TECHNICIAN

CLOSING DATE: OPEN UNTIL FILLED **STATUS:** PART TIME / HOURLY

REQUIRED EXPERIENCE: 6 MOS TO 2 YRS **BASE PAY:** \$16.50/HR

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

Job Description

The clinic technician provides animal health and wellness support to the medical department, to include the clinic, surgery, front desk, foster and intake/transfer departments. Also works closely with the animal care department. Responsible for daily care of all animals, general cleaning, and assisting others with SAHS animal health care protocols. Clinic technicians report directly to the clinic supervisor and the medical director in their absence.

Principal Duties and Responsibilities

- Responsible for examining and processing all received animals (includes properly completing necessary paperwork in a prescribed manner)
 - Processing includes, but is not limited to, performing basic examinations for infections, infestations, and other medical conditions that may need treatment as well as the following: vaccination, microchipping, collecting blood samples, administering dewormer and heartworm/flea/tick prevention, bathing, and basic grooming
- Performs diagnostic procedures including; collecting blood samples, fecal analysis, skin cytologies, DTM tests, ear cytologies, bloodwork analysis, radiographs, etc.
- Prepares and sets up animal kennels and related equipment for cage change-outs or newly arriving animals according to specific instructions
- Responsible for administering all medications to shelter animals
- Responsible for monitoring shelter animals for any signs of illness or behavior issues and communicating these to the Clinic Supervisor, Animal Care Supervisor or Training Technician, and Veterinarian on duty
- Responsible for monitoring supply needs at all times and promptly communicating needs to Clinic Supervisor and Assistant Clinic Supervisor
- Responsible for learning accurate data entry, appointment reservation software, text messaging alert software, and point of sales systems
- Responsible for data entry of all veterinary and medical treatments and notes
- Performs all duties in an efficient and timely manner while staying on task and occupied during the entire shift
- Responsible for ensuring the comfort, safety and well-being of all shelter animals, including performing hourly walkthroughs of medical animals and isolation patients to maintain this standard of care
- Responsible for basic medication calculations, record keeping, and knowledge of all medical protocols
- Rinses scrubs and disinfects 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 (bloodwork analyzers, digital x-ray, chemical mixers, hose units, microscope, etc.)
- Learns proper maintenance procedures for all equipment
- Identifies problems and notifies Supervisor or Veterinarian
- Provides holiday and weekend coverage as required
- The individual must be capable of functioning independently with minimal supervision
- Assists supervisors in the training of other staff and volunteers
 - Provides assistance with training to veterinary assistants, veterinary technicians and externs
- Performs or assists with the euthanasia of animals by injection as required
 - If not currently euthanasia certified, must be willing to become certified
- Responsible for handling controlled substances and learning how the electronic controlled drug log works
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, Integrity and Compassion

EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES

- Client Education
 - Provides accurate information and friendly professional service to the public, co-workers and volunteers in a positive, courteous, truthful and tactful manner
 - Interacts with all departments cohesively and communicates information effectively
 - Capable of problem-solving and conflict resolution
 - 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
 - Learn and retain the basics of the spay/neuter procedure, including anesthetic risks, and are able to communicate pre- and post-op information to owners in a competent and friendly manner
 - Learn and retain the basics of animal wellness (vaccinations, prevention, basic testing) and are able to communicate this information to the public effectively
 - Must also be able to communicate basic veterinary concepts to owners and be able to repeat information relayed by a veterinarian
- Animal Handling
 - Will be asked to handle (on average) 50+ dogs and cats per day
 - Must be able to learn characteristics of animal behavior (for example: be able to identify aggressive or fearful behavior)
 - Must be able to use appropriate safety equipment for fractious or feral animals (will train)
 - Must possess excellent reflexes
 - Should be able to identify own limitations and be willing to ask for help
 - Must become proficient at animal restraint for various procedures for the safety of co-workers, self, and patients
 - Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others
- Capable of learning and performing intravenous, intramuscular, and subcutaneous injections
- Capable of learning and performing, placing an intravenous catheter, and running an IV fluid pump if required
- Follows appropriate PPE protocols both in the clinic and in isolation wards.
- Assist with fundraising activities and special events as needed
- Must be committed to a high standard of safety and 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
- Any other duties as assigned

Physical / Emotional Requirements of the Job

- Physical Requirements
 - Must be able to work standing or sitting for 10 or more hours
 - Must be able to lift and carry up to 50 pounds repeatedly throughout the day with help
 - Must be able to bend, stoop, and kneel repeatedly
 - Must be able to see fine detail in a variety of situations
 - Must have reasonable degree of agility to move through tightly cramped areas in various situations
 - Must have good range of motion in joints especially wrist, knees, elbows
 - Must have good range of motion in your back for twisting etc.
- Emotional / Mental Requirements
 - Must be able to work under stressful conditions and work efficiently and effectively under those conditions
 - Must be able to respond quickly to a variety of medical situations (with training)
 - Must be able to cope with death due to surgical complication or euthanasia
 - Ability to rapidly and accurately process information
 - Ability to delegate tasks and accept those delegated
 - Ability to recognize a need for assistance and ask for help
 - Ability to work independently with minimal supervision and as part of team
 - Capable of problem-solving and conflict resolution.
 - Ability to make decisions
 - Ability to cope with frustrating situations and remain calm

Work Environment

- Job may require performance of tasks that involve potential for exposure to blood, body fluids, or tissues, animal and human
- Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment, is a disqualification
- Potential for exposure to zoonotic diseases
- Exposure to high noise levels when in kennel area, chemicals used to sanitize facilities, vehicles or equipment and other physical situations that involve all forms of animal life
- Potential for animal bites and scratches while handling pets
- Ability to work directly with animals, with no preexisting allergies to animals, hair or dander
- May be expected to work weekends, holidays, and off hours
- Candidate must be flexible with schedule changes and short notice overtime requests