



POPE MEMORIAL HUMANE SOCIETY

Title: Veterinarian Technician

Reports to: Veterinarian/Executive Director

Status: Part-Time

Summary: We are seeking a dedicated and skilled Veterinary Technician to join our team on a part-time basis. In this role, you will primarily assist with high-quality, high-volume spay/neuter (HQHVSN) surgeries and other surgical procedures. The ideal candidate will have experience in surgical environments, a passion for animal welfare, and a commitment to providing high-quality care in a fast-paced setting. A licensed veterinary technician is preferred but not required.

Key Responsibilities:

- **Surgical Preparation:** Prepare animals for surgery, including preoperative exams, anesthesia administration, and surgical site preparation.
- **Surgical Assistance:** Assist veterinarians during surgeries by providing instrumentation, hands-on assistance, and maintaining a sterile field.
- **Anesthesia Monitoring:** Monitor patients' vital signs throughout procedures and adjust anesthesia as needed under the supervision of the veterinarian.
- **Post-Operative Care:** Provide post-operative care, including monitoring recovery, administering medications, and offering guidance to pet owners on aftercare.
- **Record Keeping:** Maintain accurate and detailed medical records of surgical procedures, anesthesia protocols, and patient outcomes.
- **Equipment Maintenance:** Ensure all surgical instruments and equipment are properly sterilized, maintained, and functioning correctly.
- **Client Communication:** Communicate effectively with pet owners, providing clear instructions and addressing any concerns regarding post-surgical care.

Additional Responsibilities:

- Cross-train into other shelter animal care departments to support operations as needed, including performing basic health exams, medical care, administering medications, animal feeding, and cleaning.
- Other duties as assigned

Qualifications:

- **Education:** High school diploma or equivalent; completion of a veterinary technician program preferred.
- **Certification:** Licensed Veterinary Technician (LVT) preferred; equivalent certification or relevant experience considered.
- **Experience:** Previous experience in a surgical veterinary setting, particularly with high-volume spay/neuter procedures and dental is highly desirable.
- **Skills:** Strong surgical and anesthesia skills, excellent attention to detail, and ability to work efficiently in a high-paced environment.
- **Communication:** Excellent verbal and written communication skills, with a compassionate approach to both animals and clients.

WORKING CONDITIONS/PHYSICAL DEMANDS

- Due to the nature of shelter work, potential exposure to zoonotic diseases, dangerous and fractious animals, potentially harmful chemicals and drugs, and high noise levels.
- Requires working with and among shelter animals.
- Ability to lift and carry animals of varying sizes, equipment, and supplies over 50 pounds with reasonable accommodation.
- Ability to stand for several hours up to an 8-hour shift.
- Must possess and maintain a valid Maine class C driver's license and have a satisfactory driving record.

Work Schedule:

- Part-time hours: 1-2 days a week
- Flexibility in scheduling is a plus

Benefits:

PMHS employees may be eligible for the following benefits based on their employment status and time in service, as detailed in the PMHS Employee Handbook

- Health Insurance - Individual Coverage Health Reimbursement Arrangement (ICHRA)
- Worker's Compensation (MEMIC)
- SIMPLE IRA option with matching contributions
- Paid Time Off (PTO)
- Paid Holidays (5)



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Application Process:

Please submit your resume and a cover letter detailing your relevant experience and interest in the position to director@popehumane.org with the subject line "Veterinary Technician". Applications will be reviewed on a rolling basis until the position is filled.

Pope Memorial Humane Society is an equal-opportunity employer.