

	Job Description	Number of Positions: 1
Veterinary Technician – Foster Management		

Description of Role:

Our veterinary technicians are a crucial part of the Veterinary Services team within Feline Rescue, which includes the Veterinary Medical Director and Veterinary Surgical Director (DVMs), the Veterinary Technician Manager, veterinary technicians, veterinary assistants, and trained medical volunteers. The veterinary technician role for which we are currently hiring will have a primary focus on the care of cats in our foster population. This technician will work under the direction of the Veterinary Director and Veterinary Technician Manager to provide excellent foster communication and education, as well as skilled medical care to a large population of cats in our foster care network. This individual may also be tasked with assisting in surgery, with intake examinations, and with shelter cat treatments, as well as completing lab work, pharmaceutical tasks, and administrative duties as needed.

This role offers the potential for a flexible full-time schedule between 30-40 hours per week, and the option to switch to a hybrid in-person/remote schedule after 6 months.

Primary Duties and Responsibilities:

- Act as the primary contact and manage regular foster caregiver communication, addressing cat care inquiries, scheduling appointments (both in-house and external partner appointments), and triaging emergency situations.
- Stay up to date on care plans for an average population of 50-80 foster cats.
- Lead and provide medical care during “Technician Appointments” and assist veterinarian during “DVM Appointments” for an average of 5-10 scheduled foster cat appointments each week.
- Document all care, including exam notes, prescriptions, diagnostics, treatments, and foster communications, in the Animal Shelter Manager (ASM) software.
- Perform various technical skills and lab work such as venipunctures, cystocentesis, SC & IM injections, slide preparation, cytology interpretation, and in-house urinalysis, fecal testing, and bloodwork.
- Fill prescriptions as directed by the supervising veterinarian, including data entry, medication preparation, and providing instructions to foster caregivers.
- Rotate on an ongoing schedule for paid after-hours and weekend on-call duties.
- Collaborate and communicate with veterinary staff, leadership, volunteers, and external partners to maintain cleanliness standards and ensure the well-being of our entire population of cats.

Secondary Duties and Responsibilities:

- Assist in surgery, including preparation, controlled drug handling, sedation, intubation, catheterization, anesthesia monitoring, post-op recovery, and cleaning.
- Participate in medical rounds at the shelter and intake areas to monitor cat health.
- Conduct initial physical exams on incoming cats, including administering vaccinations, medical treatments, testing, and specimen collection.
- Ensure adherence to proper procedures for handling and disposal of sharps, biohazard, and hazardous waste to maintain safety standards within the facility.
- Liaise with external partners regarding patients requiring emergency or specialty services, ensuring seamless coordination of care.
- Develop and maintain trusting relationships with volunteers, providing support, guidance, and training as needed to ensure effective collaboration in cat care efforts.

Required skills/experience:

- A passion for helping cats and an expertise in cat care.
- 2+ years working in veterinary medicine, either as a CVT, veterinary technician, or experienced veterinary assistant.
- Extensive technical knowledge of feline-specific medicine, including behavior, nutrition, pharmaceutical, and nursing care (we are willing to train the right candidate, but some degree of knowledge in these fields is a must).
- Able to perform accurate physical examinations, administer vaccinations and other injectables, and perform venipunctures and cystocentesis, all while utilizing low-stress methods of care.
- Strong written and verbal interpersonal communication skills for interaction with diverse stakeholders.
- Adept in critical thinking and priority management when work volume is high.
- Ability to work both independently and as part of a team.
- Ability to take direction and implement standardized protocols into daily workflow.
- Proficiency in documentation and basic Office365 programs (Outlook, Excel, scheduling software).

Preferred skills/experience:

- Certification as a veterinary technician or equivalent.
- 2- or 4-year degree in any post-secondary field of education.
- 1+ years' experience providing client or foster education in a veterinary clinic or shelter setting.
- Experience working in a feline-specific veterinary practice or rescue setting.
- Surgical experience, including administering sedatives, intubation, placing IV catheters, and monitoring anesthesia.

Work Environment:

- Most duties performed on-site within standard operating hours (9AM-6PM Monday through Friday).
- Occasional off-hours visits required for on-call responsibilities.

- Physical requirements include lifting and moving animals, bending, reaching, squatting, kneeling, and lifting up to 50 pounds, and sitting at computer stations.
- Exposure to cleaning agents, allergens, and zoonotic diseases.
- Work may be subject to frequent interruptions and loud/frequent noise.
- Potential exposure to dangerous or fractious animals, bites, and scratches.
- Requires close attention to detail and ability to work in a fast-paced environment.
- Newly hired personnel will receive training on shelter protocols, medical procedures, and software systems as needed to fulfill job duties effectively.

Time Commitment & Compensation:

This is a full-time hourly position that may require working weekends and holidays as part of a rotating schedule. Compensation is \$22-28/hr for a CVT or established veterinary technician or \$20-22/hr for an experienced veterinary assistant.