

## W.O.L.F. JOB DESCRIPTIONS

<b>Job title</b>	<i>Certified Veterinary Technician - Animal Care</i>
<b>Reports to</b>	<i>Executive Director and Senior Director of Operations</i>

### **Job purpose**

The position works closely with management and the Veterinarian to provide overall care of resident animals, including behavioral and medical aspects of husbandry and implementation of treatment plans. Responsibilities include, but are not limited to, routine and specialized animal care matters such as feeding, administration of medications (as allowed by scope of practice and under the direction of a veterinarian), behavioral enrichment, etc.

### **Duties and responsibilities**

The primary job duties and responsibilities

- **Animal Care**
  - Monitors animal appearance and activity for general physical condition, changes and/or obvious signs of illness, disease, and behavioral changes. Immediately reports concerns to the Executive Director or designee.
  - Documents condition of resident animals on a daily and weekly basis and reports as requested by management. This includes noting behavioral changes in the animals and notifying the Executive Director or designee to evaluate if there is concern of an underlying medical issue requiring notification of the Veterinarian.
  - In consultation with the Veterinarian, identifies illness or injury of animals and provides input to support the determination of a treatment plan(s).
  - Assists the Executive Director and Veterinarian on decisions related to medical issues including end of life decisions.
  - Performs medication administration and management, as directed by Veterinarian and as scope of practice allows.
  - Performs medical treatments, diagnostic tests, etc., as required and as directed by Veterinarian and as scope of practice allows.
  - Observes and reports on issues related to diet, routine health, housing, level of human contact, and enrichment for each animal.

- Assists in veterinary and animal emergencies.
- Assists staff on handling/husbandry procedures and protocols, as needed.
- Assists the Veterinarian in other tasks, as needed.
- Confers with the Executive Director and Rescue Coordinator on choice of rescue animals.
- Coordinates with Rescue Coordinator to develop transport plans and with Veterinarian to develop medical plans for all rescued animals.
- Maintains animal care records (paperwork and computer system entry), including incorporation of information provided by volunteers.
- Communicates animal protocols, enrichment, dietary, and other protocols to management, staff, and others, as necessary.
- Responsible for unpacking, labeling, stocking and maintaining inventory documentation of supplies and donations. This includes rotating inventory, removing expired products, and ordering pharmaceuticals and supplies under the direction of Veterinarian and with the approval of the Executive Director.
- **Regulatory Agencies**
  - Composes County notifications of animal passings and new sanctuary rescues for submittal by Executive Director.
- **Other Duties**
  - Performs occasional additional duties as assigned by the Executive Director and/or the Senior Director of Operations on an as needed basis.
  - Responds to emergency situations at the direction of the Executive Director and/or the Senior Director of Operations.
  - Completes corrective/preventive actions associated with items identified in Incident Reports or through other means, as required by the Executive Director and/or the Senior Director of Operations.
  - Communicates consistently and regularly with management, as requested.
  - Practices professional behavior associated with interactions with management, staff, volunteers, Board members, donors, and visitors.
  - Perform overnight duties as required.
- **Other Tasks and Working for Other Companies/Organizations**
  - Participation or contributions associated with activities that are outside of the job description and responsibilities require one of the following:
    - Completion and approval of a staff volunteer waiver that states the activity, task and/or event that the staff member would like to volunteer for; OR

- Obtain prior approval from the Executive Director to perform and be compensated for tasks/events outside the job description for that employee.
- Obtain permission from management before working overtime.
- While working regular shifts at WOLF and being compensated for those shifts, employees are not to perform tasks for other companies/organizations unless pre-approved by the Executive Director. Failure to comply with this requirement can result in disciplinary action up to and including immediate termination.

## **Qualifications**

- **Education** – Associate Degree from an American Veterinary Medical Association’s (AVMA) accredited school of veterinary technology.
  - Maintains Veterinary Technician Certification renewal(s) and Continuing Education requirements throughout employment with W.O.L.F. This is considered a condition of employment.
- **Experience** – Preference will be given to those individuals with at least one year experience as a veterinary technician or a minimum of five years as a professional or high-level volunteer in a sanctuary or rescue setting with hands-on experience and responsibility for direct animal care.
- **Specialized knowledge** - Significant animal care knowledge including advanced knowledge of canid behavior, expertise in diet, general health, enrichment, and management of animals in a captive environment. Knowledge of common diseases, their symptoms, and means of transmission, administration of medications, assessment of change in animal status. Knowledge of cleaning and disinfecting methods and the use and care of cleaning materials and equipment. Knowledge of chemical immobilization techniques and ability to calculate doses based on protocols approved by Veterinarian Staff.
- **Skills** – Experience and knowledge of unique housing and food needs of wolf dogs as well as companionship and enrichment needs; strong computer skills.
- **Abilities** – Provide leadership to animal care staff and volunteers; ability to interpret animal body language and behavior; ability to work in a collaborative team approach; ability to successfully work with governmental and regulatory entities; ability to quickly master computer editing programs as well as unique computer programs for animal care and medical charting programs.
- **Other characteristics** – Ethical and compassionate behavior related to animal care.
- **Certification/License** - Valid Driver’s License; Current Veterinary Technician Certification issued by the State of Colorado.

## **Working conditions**

Work requires performance of duties in an outdoor setting in severe weather conditions; exposure to unpleasant odors, noises, bites, scratches, animal wastes; some indoor office work and computer work.

### **Physical requirements**

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Ability to lift 50 lbs., walk in rugged terrain in severe weather conditions of heat and cold; perform manual labor including facility maintenance in outdoor conditions; walk large animals on leash in outdoor conditions that include extreme cold and heat. Bend, kneel, stand, and sit for extended periods of time in outdoor animal enclosures. Sit for several hours per day at an office computer. May be required to use strength or ability in capturing and restraining stronger, active animals.

### **Reports to**

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Executive Director and Senior Director of Operations