



Bastrop County Job Posting

804 Pecan Street, Bastrop TX 78602

(512) 581-7120

An Equal Opportunity Employer

Title: Wellness Clinic Veterinary Technician Part Time (20 Hours)	Opening Date: October 29, 2018	Application Deadline: Open Until Filled	Job Posting Number: 18169
Department: Animal Services	Pay Range: \$14.50 - \$16.50 hourly	Location: Bastrop, Texas	Travel: N/A

INTERNAL/EXTERNAL JOB POSTING

Brief Job Description: Under the supervision of the Veterinarian, this position is responsible for offering direct assistance to the veterinarian in a wellness clinic and animal shelter environment. Assures all tasks and duties are performed in a prompt and professional manner to facilitate animal wellness and clinic patron processing. Assist with medical support and veterinary care including providing safe and effective animal restraint, administration of medications, drawing and giving vaccinations, assisting with blood draws and other procedures as directed. Performs cleaning and disinfection as required to maintain clean and sanitary facilities. Keeps accurate records, answers questions and assists with registering and checking out patrons including taking and processing payments as necessary. Works closely in a team effort with other staff members and volunteers; performs a variety of duties as needed. Participates in performing clerical and customer service duties related to the processing of animals for Wellness Clinic.

General Knowledge, Skills, and Abilities: Basic methods and procedures of kennel cleaning and maintenance, various animal species, breeds, ages, and sizes, practices and techniques used to maintain & monitor animal wellness and health, Proper usage of cleaning agents and custodial supplies, methods and techniques of custodial maintenance, standard office policies, procedures, and equipment. Ability to handle animals safely and effectively, identify signs of animal illnesses, diseases, and injuries, perform general cleaning tasks using a variety of chemical and detergent products, work a schedule which will include weekends, perform heavy manual labor, operate equipment required to perform essential job functions, work in a safety-conscious environment and to follow & promote good safety practices.

Minimum Qualifications:

High School Diploma or equivalent;
College courses in small animal handling and small animal medical care.
LVT strongly preferred
Possession of a valid Texas driver's license.

Bastrop County does not discriminate on the basis of race, color, age, national origin, sex, religion or disability in employment or in its activities. Minorities, Veterans, and Disabled applicants are encouraged to apply.

A Bastrop County Application is required, and can be completed online at: <http://www.co.bastrop.tx.us/page/co.jobs>. A resume will be considered, but will not be accepted in lieu of application. Applications postmarked after the closing date will not be accepted. Unless otherwise indicated, regular attendance is an essential job requirement of all positions in the County. All positions requiring a degree and/or licensing require proof of degree and/or license. Your application for employment with Bastrop County may subject you to a criminal background check.

IMPORTANT NOTE TO ALL APPLICANTS: Only applicants scheduled for interviews will be contacted. If you are scheduled for an interview and require any reasonable accommodation in our interview process, please inform the hiring representative who calls you to schedule your interview. Whenever possible, please give the hiring representative sufficient time to consider and respond to your request. Thank you for considering employment with Bastrop County. Visit our website at: <http://www.co.bastrop.tx.us/page/co.jobs>



BASTROP COUNTY, TEXAS

Job Description

Job Title: Wellness Clinic Veterinary Technician

Department: Animal Shelter

FLSA Status: Non-Exempt

Reports To: BCAS Veterinarian/Manager/Director

SUMMARY: Under the supervision of the Veterinarian, this position is responsible for offering direct assistance to the veterinarian in a wellness clinic and animal shelter environment. Assures all tasks and duties are performed in a prompt and professional manner to facilitate animal wellness and clinic patron processing. Assist with medical support and veterinary care including providing safe and effective animal restraint, administration of medications, drawing and giving vaccinations, assisting with blood draws and other procedures as directed. Performs cleaning and disinfection as required to maintain clean and sanitary facilities. Keeps accurate records, answers questions and assists with registering and checking out patrons including taking and processing payments as necessary. Works closely in a team effort with other staff members and volunteers; performs a variety of duties as needed. Participates in performing clerical and customer service duties related to the processing of animals for Wellness Clinic.

SUPERVISION RECEIVED AND EXERCISED

Receives close supervision from Veterinarian and Animal Shelter Manager; is further supervised by Animal Shelter Director.

Exercises no supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Works with the veterinarian in a public clinic setting to provide wellness services to individually owned animals. Must have the ability to communicate effectively with a diverse client base.
2. Assures that animals receive humane and effective handling as needed and when restrained for medical exams and procedures;
3. Transports, carries, and restrains animals for treatment or examination purposes;
4. Assists with maintaining proper inventory and restocking of supplies;
5. Accurately add data into the Animal Shelter's software system to update and maintain animal's records;
6. General housekeeping duties inside the Wellness Clinic and Animal Shelter facility;
7. Assists with veterinary care for shelter animals as necessary.

8. Observes and evaluates animals for signs of illness and reports symptoms to appropriate personnel. Administer basic medications and vaccinations to animals and maintain accurate records;
9. Performs and/or assists with humane euthanasia of animals when required;
10. Handle controlled substances and follow all applicable laws and policies while maintaining accurate and current records.
11. Works as part of a team and maintains a cooperative, helpful attitude towards fellow workers, supervisors, and the general public;
12. Maintains confidentiality and security of all case work and any additional information provided;
13. Must readily comply with departmental and county-wide policies and procedures; and
14. Performs related work duties as assigned.

OTHER FUNCTIONS: Performs other job related duties as directed by supervisor(s).

Regular attendance is considered an Essential Function of this job.

NOTE: The essential functions describe the general nature and level of work being performed by employees holding this position. This is not intended to be a comprehensive listing of all duties and responsibilities required, nor are all duties listed necessarily performed by any one employee so classified.

MINIMUM QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

Basic methods and procedures of kennel cleaning and maintenance;
Various animal species, breeds, ages, and sizes;
Practices and techniques used to maintain & monitor animal wellness and health;
Methods and techniques of custodial maintenance;
Operational characteristics of cleaning equipment and tools;
Proper usage of cleaning agents and custodial supplies;
Standard office policies, procedures, and equipment;
Bastrop County policies and procedures.

Ability to:

Handle animals safely and effectively;
Identify signs of animal illnesses, diseases, and injuries;
Perform general cleaning tasks using a variety of chemical and detergent products;
Establish and maintain effective working relationships with those contacted in the course of the job;
Perform various manual tasks for extended periods of time and in unfavorable weather conditions;
Work a schedule which will include weekends;
Perform heavy manual labor;

Operate equipment required to perform essential job functions;
Work independently in the absence of supervision;
Work in a safety-conscious environment and to follow & promote good safety practices;
Learn, understand, and apply pertinent laws, rules, and regulations;
Understand and follow verbal and written instructions;
Communicate clearly and concisely, both verbally and in writing.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Maintain effective audio-visual discrimination and perception needed for:

Making observations, operating assigned equipment, and communicating with others;
Employee must have visual abilities including close vision, distance vision, depth perception, peripheral vision, and the ability to adjust focus.

Effectively handle a work environment and conditions which involve:

Working with various kinds of animals, Exposure to loud noise, Exposure to various weather conditions, working closely with others, working outside normal business hours and in hours of darkness; Exposure to dust, dirt, fumes, animal waste, animal diseases, parasites, etc., and airborne particles;

Maintain physical condition needed to accomplish the performance of assigned duties and responsibilities, which may include:

Walking, sitting, stooping or standing for long periods of time, Lifting and carrying animals and heavy materials in excess of fifty (50) pounds, Climbing, Crawling, Squatting, Kneeling, and Running, Performing heavy manual labor, working on uneven and/or slippery surfaces.

Maintain mental capacity sufficient to accomplish the performance of assigned duties and Responsibilities, which may include:

Effective interaction and communication with others;
Making sound decisions in a manner consistent with the essential job functions.

EXPERIENCE, EDUCATION, and LICENSING:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Some knowledge and experience in handling, identifying, and caring for animals.; or any combination of experience and training that would likely provide the required knowledge, skills, and abilities necessary to perform the essential job functions with preference for experience in the veterinary field.
Spanish Speaking a plus.

Education:

High School graduation or its equivalent.
College Courses in Small Animal Handling and Small Animal Medical Care.

Licensing:

LVT Strongly Preferred.
Possession of a valid Texas driver's license.

SELECTION GUIDELINES:

Formal application; rating of education and experience; oral interview; reference and other background checks; job-related tests may be required. If an offer of employment is extended, applicant MUST PASS A PRE-EMPLOYMENT PHYSICAL EXAMINATION AND DRUG SCREENING.

***** This position is subject to random and/or reasonable suspicion and/or post-accident testing for drugs and alcohol.*****

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. The employee further understands, and accepts, that this position falls under the provision of an "At Will" employment, and under no circumstances is a contract for employment.