



Veterinary Technician/Assistant – Job Description

Job Title: Veterinary Technician or Assistant

Reports to: Clinic Office Manager

Job Type: non-exempt, Part time (2 days/16-20 hours per week), hourly

Location: The Feline Fix, Commerce City, CO

Schedule: Thursdays and Saturdays 7:30 am – 4:00 pm (hours vary depending on daily clinic schedule and needs)

Salary Range: \$22-26 per hour depending on credentials and experience

Benefits: 401(k), sick time, discounted veterinary care and adoption fees

General Position Description:

The Feline Fix is a 501(c)(3) nonprofit public charity that promotes the health and welfare of underserved cats by providing affordable veterinary care and spay/neuter services and supporting community cat caregivers including those conducting trap-neuter-return. The Feline Fix is committed to education and outreach that advances the quality of life for feral cats and pursues collaborative efforts to address issues related to the vulnerable cat population. The Feline Fix also operates a foster and adoption program focused on rescuing, socializing, and finding adoptive homes for young feral kittens.

The Veterinary Technician/Assistant is responsible for performing surgical support operations in a high-volume, high-quality, low-cost spay/neuter clinic for cats. This position will ensure that clinic operations at The Feline Fix are held to the highest standard, in medical care and professionalism and acts as a role model for other organization staff and volunteers.

Adheres to The Feline Fix's mission: "To champion the welfare of all cats, especially the most vulnerable."

Principal Duties and Responsibilities:

- Follows all procedures for tame and feral cat care and ensures cat handling and staff safety is adhered to at all times.
- Formulates medications for surgery and maintains and follows procedures set forth by the Drug Enforcement Administration.
- Ensures accuracy and timely recording of Drug Log according to DEA requirements. Oversees the safety and security of clinic drug stock, both controlled and uncontrolled substances, barring access to only those staff with proper authorization and credentials.
- Administers pre-op drugs, pain medication, and other medications/vaccinations as needed.
- Prepares cats for surgery, making sure all appropriate steps have been followed to ensure safe surgical procedures including but not limited to intubating, shaving, expressing bladders, etc.
- Performs anesthesia maintenance and monitoring throughout surgery. Ensures anesthesia equipment is operating safely and effectively and brings any issues with such equipment requiring repair and maintenance to clinic administrative staff.
- Oversees clinic staff and volunteers who monitor patients post-surgery and during the recovery process.
- Tracks and maintains documentation for each cat to ensure accuracy of medical records documentation, treatment, and return of patient to proper owner/caregiver.
- Oversees the preparation and maintenance of clean and sanitized surgery and prep areas. Ensures sterile surgery environment, including prep area and surgery suite prior to surgery, between surgeries and at the end of the day.
- Assists with the sterilization of surgery instruments and surgery laundry.
- When medically necessary and under the direction of the Veterinarian, oversees the humane euthanasia process. Supervises the storage of euthanized cats and coordinates pick-up by crematory service.



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- Properly obtains, prepares, and handles laboratory samples for submission as directed by an ordering veterinarian.
- Develops and trains clinic personnel and volunteers on patient care, techniques, and safety procedures adhering to applicable state and federal laws governing the practice of veterinary medicine and OSHA compliance policies and procedures.
- Provides additional support to team, including client check-in/out, answering phones, scheduling clinic appointments, and other clinic duties as needed.
- Provides oversight of patient medical records, ensuring client/patient records are entered consistently and correctly into Clinic HQ software.
- Works with the clinic staff and leadership to develop and maintain standard operating procedures (SOPs) and MSDS information.
- Maintains awareness of the HQHVSN industry and identifies opportunities to improve standards and practices.
- Collaborates with Foster and Adoption Coordinator to provide support for the foster kitten program, including revising medical SOP's, scheduling specialist appointments, consulting on complex medical cases, and managing the on-call protocols.
- Participates in the cleaning, security, and the safety and maintenance of the clinic and general facilities.
- Provides quality service to clients, volunteers, and staff recognizing their individual contributions to the success of the organization. Treats all clients, volunteers, and staff in a professional and courteous manner.
- Always promotes the humane care and treatment of cats. Adheres to the AAFP "Cat Friendly" feline handling guidelines.
- Participates in all-staff scheduled meetings, fundraising and special events, and performs other duties as assigned.
- Recognizes the importance of and commits to furthering the mission of The Feline Fix whether on duty or off.

Job Specifications:

Qualifications:

- Active Registered Veterinary Technician credential preferred but not required.
- Minimum three years' experience working in veterinary care. Experience working in a shelter and/or spay/neuter clinic strongly preferred. Experience working with feral cats strongly preferred.
- High-school diploma or GED required. Bachelor's degree preferred, but not required.
- **Bilingual (Spanish) a plus** and may earn a premium rate.

Required Knowledge, Skills and Abilities:

- Strong leadership, conflict management, and mentorship skills.
- Familiarity with high quality, high volume spay/neuter practices. Experience working with feral cats helpful.
- Knowledge of generally accepted veterinary hospital policies and procedures, including working knowledge of veterinary technology, administering and formulating medications, administration of viral tests, evaluating, and treating medical problems, identifying different breeds of cat, aging, etc.
- Technical ability to perform all veterinary Technician/Assistant functions including but not limited to intubating cats, administering injections, and drawing blood.
- Exceptional customer service skills with internal (staff) and external (collaborators, clients, donors, volunteers, etc.) constituents.
- Excellent teamwork skills, dependability, dedication, and willingness to work in a fast-paced environment while maintaining a high level of care and compassion.



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- Self-motivation to follow through on all responsibilities in a timely manner. Takes initiative to find creative solutions to challenges as they arise.
- Strong attention to detail and the ability to work independently.
- Able to take direction and constructive criticism with openness and cooperation and be flexible to the changing needs of the clinic and the nonprofit goals.
- Ability to utilize Microsoft Word, Excel, and Outlook (email) and basic math skills.
- Must be aware of the possibility of and be supportive of medically necessary euthanasia of cats, kittens, and fetuses as a recognized humane practice at The Feline Fix.

Working Conditions:

- This position requires being able to stand for prolonged periods of time (up to 10 hours), to have full grasping capability in both hands, and the ability to bend and kneel down multiple times per shift.
- Regular exposure to isoflurane as well as potentially infectious agents, zoonotic diseases, and other hazards that accompany handling cats in a clinic setting, including cat bites and scratches.
- This position features a 2-day work week, additional days as needed for special projects. Must be willing to work long or irregular hours under high pressure conditions. Community involvement, including participation in fundraising and charity events will occasionally be required.
- Must be able to manage the emotional aspect of end-of-life services and humane euthanasia, and support teammates during highly emotional situations.
- This position works with all members of a small, tight-knit staff.

This job description is not intended to be all-inclusive. The employee may be required to perform other related duties to meet the ongoing needs of the organization.

TO APPLY: Please email your resume and a customized cover letter to Careers@thefelinefix.org. *Applications without a cover letter will not be considered.*

Please use the subject line: "Veterinary Technician/Assistant" for your email.

Applications will be accepted until the position is filled

No phone calls, please.



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The Feline Fix provides equal employment opportunities to all employees and applicants without regard to race, color, religion, national origin, citizenship, marital status, parental status, disability, age, membership in any labor organization, political affiliation, creed, ancestry, gender, sexual orientation, gender identity or veteran status in accordance with applicable federal, state, and local laws. The Feline Fix complies with applicable state and local laws governing non-discrimination in employment in every location in which the company has facilities.