

303 Homestead Avenue
Holyoke, MA 01040
413.538.7000

Financial Aid Office
P: 413.552.2150
F: 413.552.2192

Federal Work Study Job Description Form

Job Title: Veterinary Technician

Desired No. of Hires:

Department or Organization: Dakin Humane Society

Address (Off campus only): 171 Union Street Springfield, MA 01105

Supervisor: Michele Snizek

Designee: Margaret Downing

Site Supervisor: Brenda Forsell

Office: Campus Center 102A

Office: Campus Center 102G

Animal Care Manager

Phone: 413-552-2268

Phone: 413-552-2557

Phone: 413-781-400x116

Email: msnizek@hcc.edu

Email: mdowning@hcc.edu

Email: bforsell@dakinhumane.org

General Job Description:

Under the supervision of the animal care manager, the veterinary technician is responsible for daily medical care of all adoption center animals, providing client services and education.

Detailed List of Duties:

Provide excellent patient care. Calculate and administer anesthesia to all surgical patients per anesthetic protocol. Assist veterinarians in surgery as needed. Maintain all necessary drug logs and patient records. Stay current in knowledge of emergency drugs and protocol. Administer animal vaccinations, test, medications, and treatments as directed. May assist adoption center staff with euthanasia, as needed. Works with shelter leadership and animal care staff to observe animals for signs of illness or injury and reports such to a veterinarian for treatment in accordance with established guidelines. Perform sick exams in accordance with DPVHS protocols. Provide supportive care in accordance with DPVHS protocols. Assist veterinarians with exams as needed. Assist in scheduling appointments with outside vet clinics as needed. Assist with transport to vet appointments as needed. Schedule appointments for foster parents as needed.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Special projects as identified based on needs of the agency and particular skills, areas of interest of the student

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Serves as a representative of DPVHS to customers and assesses customer needs and support. Provides in-person and telephone client service. Resolves customer concerns as they relate to animal medical care. Actively promotes spay and neuter, and educations clients on responsible animal care. Maintains a good working relationship with outside vets. (See extended job description for further details)

Skills and/or previous experience desired:

MUST currently be enrolled in HCC's Veterinary Technician Program; AND have some (practicum, internship, volunteer) experience with safe/humane animal handling. Bilingual English/Spanish a plus!

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): Attend Dakin events as required; may include evenings and weekend hours.

How to Apply: Contact Margaret Downing, listed above.

Completed and Submitted By:

Brenda Forsell
Print Name of Supervisor

Animal Care Manager
Title

9/26/2016
Date

Please return completed form to skapinos@hcc.edu