

Job Title: Health & Wellness Technician	Pay Type: Part-time
Revised Date: April 16, 2019	Reports To: Medical Director
Written by: Katie Fanning, DVM	Approved by: Sarah Williamson



**Position Summary:**

The Health & Wellness Technician services on a team which supports the overall medical care for all animals under Forsyth Humane Society’s care. Responsibilities include: Complying with the Department of Agriculture vaccination and medication regulations and following Forsyth Humane Society’s Medical Policies and Procedures.

**Essential Functions and Job Responsibilities:**

1. Performs physical examinations, in-house diagnostic testing, administers vaccinations, maintains accurate medical records, prepares and administers medications as part of the established Policies and Procedures
2. Evaluates health of animals under care of the Forsyth Humane Society, identifying and addressing illness according to Policies and Procedures and coordinating with the Veterinarian as needed
3. Comply with all OSHA standards surrounding safety standards
4. Assist with maintaining inventory of supplies and medications.
5. Transfer and medically evaluate animals coming from Animal Control assuring proper documentation of transfer and proper legal hold periods are placed per Forsyth County Ordinance.
6. Performs euthanasia by injection, maintaining associated records including DEA controlled substance records.
7. Educate guests about FHS programs
8. Other functions as determined by Leadership

**Knowledge, Skills and Abilities:**

1. Knowledge of animal shelter policies and procedures
2. Excellent customer service skills
3. Ability to work independently and with a team
4. Strong analytical and problem solving skills with attention to detail
5. Excellent verbal and written communication, including the ability to keep accurate and detailed records
6. Proficient computer skills and knowledge of Microsoft Office
7. Ability to prioritize and manage multiple projects
8. Confidence in handling timid, fearful animals
9. Ability to perform math, including calculate drug dosages
10. Ability to obtain certification as a rabies vaccinator
11. Ability to obtain certification and perform euthanasia by injection.
12. Proficient in the use of medical equipment such as a microscope, stethoscope, syringes, catheters, centrifuge, etc.

**Education and Experience Requirements:**

1. Minimum of an Associate’s Degree in Animal Science, Biology, or related
2. May substitute additional related experience, above and beyond what is required, on an equivalent year for year basis in lieu of the degree requirement
3. Minimum of 3 years’ experience with either animal handling, husbandry, care, training etc.
4. Valid driver’s license

**Physical Demands and Work Environment:**

1. Must be able to bend, stoop, stretch, stand and sit for extended periods
2. Ability to perform repetitive motions of wrists, hands and/or fingers due to extensive computer use
3. Work environment may be stressful at times, as overall center activities and work levels fluctuate
4. Excellent ability to communicate both verbally and in writing
5. Ability to utilize a personal computer and other office equipment
6. Must be able to lift 40 pounds as needed

**Employee Acknowledgement**

**I, \_\_\_\_\_, Acknowledge Review of this job description.**

(Employee’s Name – Print Name)

**Date:** \_\_\_\_\_

Employee’s Signature

**Date:** \_\_\_\_\_

Supervisor’s Signature