



Humane Society of St. Thomas

HSSTT believes that every company's most valuable asset is a skilled and motivated work force. Performance evaluations are conducted to provide both supervisors and employees with the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths and discuss approaches for meeting goals. HSSTT is an Equal Opportunity Employer.

Job Title:

Vet Technician

Department

Shelter Med

Reports To:

Shelter Veterinarian

**Last
Modified**

10/11/25

The Veterinary Technician is a clinical position responsible for managing the medical needs of shelter animals, assisting veterinarians in surgeries, diagnostics, and treatment protocols. This role plays a vital role in ensuring compassionate, high-quality veterinary care in a fast-paced shelter setting. HSSTT is an Equal Opportunity Employer.

Key Responsibilities:

Surgery and Anesthesia:

- Conduct pre-surgical assessments, administer premedications, and prepare surgical patients
- Induce and monitor anesthesia, maintain appropriate drug logs and safety protocols
- Assist veterinarians during surgical procedures and dental work
- Monitor recovery and post-operative care, including pain management and wound care

Medical & Clinical Care:

- Perform daily health rounds, evaluate animals for illness or injury, and triage cases
- Administer medications, vaccinations, IV fluids, parasite preventatives, and supportive care
- Collect and run diagnostic tests (CBC, chemistry panel, cytology, fecal, urinalysis)
- Process lab samples and analyze results or coordinate outside lab work
- Perform euthanasia when authorized and in compliance with policies

Recordkeeping & Documentation:

- Maintain comprehensive medical records, controlled substance logs, and treatment histories
- Maintain accurate and up-to-date animal records
- Enter data in shelter software, generate reports, track medical supplies and inventory

Collaboration & Oversight:

- Work with animal care staff and volunteers to integrate medical plans into daily care routines
- Provide training and oversight to veterinary assistants, interns, and volunteers
- Assist in developing and reviewing medical protocols, SOPs, and quality improvement initiatives

Other Responsibilities:

- Respond to medical emergencies and provide first-aid triage
- Oversee sterilization of instruments, maintain equipment, and ensure clinic cleanliness
- Advise potential adopters or fosters on medical conditions and required care
- Participate in spay/neuter, vaccine clinics, and outreach as needed
- Help maintain cleanliness and organization in public and animal care areas.
- Handle confidential information in accordance with policy.
- Other tasks or special projects as assigned

Qualifications:

- Associate degree in Veterinary Technology or equivalent; licensed (RVT/LVT/CVT) preferred
- At least one year of clinical or shelter experience preferred
- Experience with surgery, anesthesia, diagnostics, and medical protocols

- Strong technical skills in lab work, imaging, and surgical assistance
- Excellent judgment, problem solving, and ability to work under pressure
- Strong interpersonal skills for working with staff, volunteers, and public
- Ability to lift up to 50 lbs, endure exposure to cleaning chemicals, zoonotic disease risk, and animal stress
- Knowledge of animal behavior, basic health, and humane handling.
- Requires the emotional capacity to handle euthanasia related issues including communication about these issues to the public.
- Must have a passion for animals and support the mission of the HSSTT.
- Strong interpersonal and communication skills.
- Ability to work in a fast-paced, emotionally challenging environment.
- Proficiency in shelter software and Microsoft Office Suite a plus.
- Bilingual skills (Spanish, etc.) a plus.

Physical Requirements:

- Ability to lift up to 50 pounds.
- Ability to stand, walk, bend, and stoop for extended periods.
- Comfortable working with animals of all species, sizes, and temperaments.

Schedule:

- Full-time or part-time (may include weekends and holidays)
- Flexibility in hours to accommodate adoptions, intakes, or emergencies

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed

I acknowledge that I have received a copy of my job description and that my supervisor and I have discussed it.

Employee Comments:

Employee Signature _____ Title _____

Date _____

Manager initials _____