



Position Title: Animal Health Tech
Department: Animal Health
Classification: Fulltime, non-exempt

Summary:

This position is responsible for day-to-day animal care following established procedures. Serves as a vet tech enforcing established disease control protocols and promoting quality animal care. Will work with all animals and may specialize in canines or felines as assigned by Animal Health Manager (AHM).

Essential Duties and Functions:

Animal Care & Housing

- Responsible for all aspects of the consistent humane treatment and handling of sheltered animals including canines, felines, and all others (i.e., rabbits, hamsters, birds, etc.).
- Works to ensure that all pets in our custody receive the highest quality care possible.
- Ensures accurate recordkeeping and maintains quality control related to shelter database.
- Performs the daily cleaning assignments ensuring deadlines are met following standard operating procedures (SOP's) as required.
- Informs AHM of medical supply or specialty animal food needs.
- Ensures that animal handling equipment is in good working condition.
- Maintain animal health care areas and workspaces to ensure areas comply with safety standards and are free from debris, deliveries and obstacles.
- Work closely with AHM or Animal Care Manager to organize animal arrivals to achieve best flow.
- Work closely to meet the needs of animals in Behavior Modification programs, including kennel enrichment, exercise, toileting, and progress reports.
- Participate in stress and disease reduction efforts through purposeful and compassionate handling and placement of animals in shelter environment.
- Maintains efficient work processes and supports the Animal Care Team in their daily responsibilities.
- Perform duties of Animal Care Team if short staffed or as needed.
- Helps assure that adoptable pets have appropriate information posted in database to promote their adoptions, both for in-house and off-site availability.
- May assist the organization with off-site adoptions, special vaccination or spay/neuter clinics.
- Tech may assign others to tasks related to activities concerning animal health and care.

Performance Management and Supervision

- May assist with providing guidance to Animal Care Team and Animal Care Volunteers in all aspects of animal care including disease control, safe animal handling, and animal stress reduction.
- Must be a team player who leads by example.
- Works with court assigned Community Service workers by assigning tasks.
- Provide assistance as needed or requested to Animal Care Manager, Animal Care Team, Administrative Manager, Volunteer/Foster Coordinator, and Client Services Associates.

Client Service

- Professionally represents the GIHS mission and goals.
- Provide positive client ,volunteer and coworker relations through professional, courteous, and educational interactions

- Practice and encourage the humane treatment of animals.
- Provide quality customer service to clients, volunteers, fosters, and staff while actively promoting our mission, services, programs, and events.
- Interact and represent the GIHS daily through general public interactions that may include; handling animal intake and return to owners, adoptions, fostering, working with rescues groups, phone calls, and answering general questions.
- Work cooperatively with all volunteers, recognizing the talent and commitment they bring to the Society.

Safety

- Ensure a safe work environment; following all safety guidelines and modeling safe work practice.
- Take immediate action to address any safety concerns that could put a staff member, volunteer, client, animal, or the organization at risk.

Physical Requirements and Work Environment:

- Work is performed in a kennel/shelter setting and outdoors.
- Frequent bending, reaching, kneeling, climbing stairs, walking and, standing on feet 8-10 hours per day while performing job functions.
- Exposure to disinfectant solutions when cleaning.
- Exposure to various weather conditions when working outdoors.
- Subject to animal bites and scratches while handling animals of questionable temperament.
- Occasional lifting of up to 50 pounds with reasonable accommodations.
- Consistently exposed to animals and animal allergens under conditions with limited alterations available.
- Tetanus inoculation is required or must be waived.

Reporting Relationships and Contacts:

- Report directly to Animal Health Manager and to Executive Director. May also report to Animal Care Manager or Administrative Manager in their absence.
- Works effectively with Animal Care Team, Client Services Team, and Animal Care volunteers.
- Works closely with City of Galveston Animal Services Officers related to intake of animals, bite reports, or cruelty cases.

Knowledge, Skills, and Abilities:

- Commitment to the mission, values, goals, and success of the Galveston Island Humane Society.
- Properly administer vaccinations, perform health exams and humanely euthanize pets as needed.
- If not certified by the State of Texas as a Euthanasia Tech, must be able to obtain certification.
- Detail-oriented; ability to recognize urgency, prioritize, and act quickly during crisis management.
- Exercises good judgment when dealing with confidential information regarding the public, personnel, organizational, or animal issues.
- Excellent oral and verbal communication skills.
- Computer skills in a Windows environment preferred.
- Available outside of regular work hours to respond to work-related concerns.

Qualifications (Required)

- High school diploma or equivalent, required.
- Experience in animal health, animal handling, and breed identification. The ideal candidate should have vet tech, vet assistant, and/or animal sheltering experience.
- Available to work weekends, evening and holiday shifts as needed.
- Bilingual, (English/Spanish) a plus.