

Veterinary Technician Internship (1 position available)

DuPage County Animal Care & Control is accepting applications for seasonal, part-time Veterinary Technician to assist with providing medical care for animals in the shelter and veterinary services to our rescue partners and the public via the newly launched specialty veterinary vehicle program. The seasonal Veterinary Technician position is an opportunity for professionals looking for experience in: shelter medicine, mobile veterinary services, high volume spay/neuter, TNVR programs, working with rescue groups, community veterinary outreach, animal handling, and so much more! This is an ideal position for the individual who is passionate about veterinary medicine, animal welfare, and making a difference in the community.

- **Commitment:** Candidates for Veterinary Technician Internship must be able to commit 37.5 hours per week for a minimum of 11 weeks from May 2020- August 2020. May include some weekends.
- **Preferred Candidates Will Meet the Following Criteria:**
 - Minimum of 18 years of age
 - Previous experience as a Veterinary Technician or performing Vet Tech duties in a shelter, high volume spay/neuter clinic or veterinary clinic setting preferred
 - Interest in Veterinary Medicine and Shelter Medicine
 - Passion for animal welfare
 - Basic knowledge of animal behavior and body language
 - Strong animal handling and behavior observation skills
 - Excellent record-keeping skills
 - Self-starter who can multi-task, complete detailed tasks as assigned and within required timeframe
 - Reliability, dependability and professionalism
 - Excellent communication skills and attention to detail
 - Strong computer skills
 - Ability to bend, reach, lift up to 50 lbs. and stand for long periods of time
 - Strong interpersonal skills; able to work and communicate well with veterinarians, public and staff
 - Ability to wear PPE, work in small, confined spaces and in a variety of weather conditions
 - Capable of venipuncture, administration of vaccinations and microchip
- **Responsibilities:**
 - Coordinate mobile spay/neuter unit appointments, reminders and communication to owners
 - Prepare and maintain patient records, forms and materials
 - Prepare/package/set up/tear down supplies and materials for each mobile spay/neuter event
 - Clean and sterilize mobile unit surgical equipment and prepare surgical packs
 - Manage specialty veterinary vehicle inventory, storage and re-stocking
 - Provide general supervision for mobile spay/neuter event volunteers
 - Clean cages, feed and exercise animals housed in the shelter or participating in a mobile spay/neuter event
 - Clean and maintain specialty veterinary vehicle clinic, instruments and equipment
 - Administers medication and fills prescriptions – (e.g. as injections, oral medications, topical treatments, etc.) as directed by Veterinarian
 - Prepares animals for surgery, monitors patients under anesthesia and recovers patient after general anesthesia
 - Maintains pharmacy, surgical, controlled substance, anesthesia and laboratory records and inventory
 - Prepackages unit dose medications and refills bulk medications
 - Obtains vital signs of animals (e.g. temperature, pulse, respiration, etc.)
 - Injects microchips
 - Adhere to all established protocols and guidelines
 - Works with veterinarian to maintain complete and accurate medical records
 - Observe, record, and discuss animal behavior and animal health
 - Counsel owners on post-surgical instructions and care
 - Facilitate mobile spay/neuter client check-in and pick-up

- Support DCAS veterinarian and veterinary technician with in-shelter surgery prep, health checks, vaccinations, venipuncture, and microchipping
- Data entry and filing
- Answering phone calls and email messages o Process adoption applications and assist with customer service and other miscellaneous volunteer projects as needed
- Other assignments as necessary
- **Requirements:**
 - Interview with Humane Educator, Lead Animal Caretaker, & Senior Intake/Adoption and Client Services Coordinator
 - Complete Animal Care & Control Volunteer Orientation and Animal Handling Training
 - Attend New Hire Orientation through DuPage County
- **Supervision:**
 - Directly supervised by the Administrator Veterinarian (primary) and Veterinary Technician (secondary)
- **Compensation:** Interns will earn \$10.50 an hour.
- **What Interns Will Take Away:**
 - The history, services, and basic operations of DuPage County Animal Services.
 - Gain a basic understanding of open admission animal shelter operations, animal control, and the laws that govern each
 - Training in animal care, animal handling, animal body language, and animal welfare.
- **How to Apply:**

To apply all applicants must for through the official Human Resources Department of DuPage County. The following link: <http://www.dupageco.org/hr/> will take you to the Human Resources page. The job that you are applying for is listed as Intern, 9170. When applying please include a cover letter indicating which internship program you are interested in. Please also send an email to HumaneEducation@dupageco.org when you have submitted your application to Human Resources so that our staff can follow up and schedule an in-person interview. Applications will be accepted through April 1st. Internships will begin May 11th.

- **Questions:**
If you have any questions regarding the application please contact DuPage County Animal Services at Humane.Education@dupageco.org or 630-407-2800 and a staff member will be happy to assist you!