



# ANDERSON HUMANE

## Certified Veterinary Technician

### Job description

Anderson Humane is a one-of-a-kind, non-profit, animal welfare organization. We focus on creating and supporting mutually beneficial relationships between people and animals through adoption, veterinary care, community programs, and wildlife rescue.

Our Certified Veterinary Technician provides clinical support to ensure efficient, high-quality veterinary care. This role requires strong technical skills, sound judgment, compassion for animals, and the ability to communicate effectively with both team members and the public.

Reports to: Clinic Manager

Job Type: Regular, Non-Exempt, Onsite

### Duties and Responsibilities (to include, but not limited to)

- Safely handle, restrain, and care for patients with attention to their needs, comfort, and well-being.
- Practice Fear-Free methodology in all aspects of animal care and enrichment.
- Perform venipuncture, catheter placements, blood draws and administration of SQ/IM/IV injections as directed by a licensed veterinarian and in accordance with Illinois law.
- Calculate dosages and administer medications and non-rabies vaccines under veterinary direction.
- Assist with anesthesia induction, intubation, and surgical monitoring under veterinary direction and within the scope allowed by credentials.
- Maintain accurate, timely, and organized medical records in the database.
- Communicate medical information clearly and appropriately for the audience.
- Respond promptly and professionally to requests from the public and internal teams.
- Maintain composure and professionalism in high-stress or emotionally charged situations.
- Participate in events, meetings, and programs as assigned.
- Perform additional duties as assigned to support clinic operations and organizational goals.

### Work Environment

- Flexible schedule required, including weekday mornings, afternoons, and evenings, weekends, and occasional non-standard hours.
- Frequent interaction with animals of varying species, temperaments, and medical conditions.
- Exposure to high noise levels, zoonotic diseases, animal bites/scratches, and cleaning chemicals.
- Combination of indoor and outdoor work in varying weather conditions.
- Physically active role requiring standing, walking, bending, and lifting throughout the day; ability to lift up to 50 pounds with assistance.
- Shared workspaces and collaborative team environment.

### Candidate Requirements

#### *Education and Expertise*

- Must hold valid credentials as a Certified, Licensed, or Registered Veterinary Technician (CVT/LVT/RVT) in Illinois.
- Fear Free Shelters certification (training provided).
- Nonprofit or shelter medical experience preferred.
- Reliable transportation.

#### *Knowledge, Skills, and Abilities*

- Ability to adapt and reprioritize in a fast-paced, frequently changing environment.
- Strong multitasking skills with the ability to work independently and as a team member.
- Exemplary client service and communication skills appropriate to audience.
- Passion for animal welfare and alignment with Anderson Humane's mission.
- Thrives in a public-facing environment; demonstrates an enthusiasm for connecting with people.

- Effective time management and organizational skills.
- Working knowledge of animal behavior and body language of dogs and cats required.
- Comfortable handling animals with medical and behavioral challenges.
- Proficiency with or ability to quickly learn veterinary software and technology systems.
- Strong communication skills; ability to tailor communication to different audiences.
- Spanish fluency is a plus.

### **Compliance Statement**

This role's title and key duties and responsibilities are structured in compliance with employee's credential level and Illinois regulations, including Illinois HB 3360.

### **Euthanasia Statement**

Anderson Humane's staff, interns, and volunteers must understand and accept that, even though all reasonable accommodations are made to support the physical and emotional health of our animals, there are situations in which animals must be euthanized.

**TJ/DD Apr26**