



MEDICATION TECHNICIAN Volunteer Position

- POSITION TITLE: Medication Technician
- MINIMUM AGE: 16 years
- ACCOUNTABLE TO: Medical Manager
- STATUS: Volunteer
- OVERALL RESPONSIBILITY: To administer medications to the required cats in the shelter
- TIME COMMITMENT: 2-3 hours per shift, depending on the medical needs of the Cats. We have morning and evening shifts available; within the 7-day week.
- TYPICAL SHIFT TIMES: Morning: 7:00am-10:00am
Evening: 4:30pm-7:30pm
*Note: some flexibility in these timeframes
- KEY AREAS OF RESPONSIBILITY:
- Administer medications to cats, up to and including injections
 - Documenting and notifying Medical Manager of any issues regarding the health of the cats
 - Work with Medical Manager to address all health concerns quickly

- QUALIFICATIONS:
- Ability to read a medical record and follow a treatment schedule
 - Good communication skills and attention to detail
 - Must be able to communicate via text and e-mail
 - Ability to handle cats in a compassionate way; including sick, uncooperative and semi-feral cats
 - Ability to follow procedures and to work independently
 - Willingness to learn new procedures and techniques
 - Accuracy in measuring and dispensing medications
 - Willingness to participate in annual refresher training
 - Previous veterinary medical experience a +, but not required

FMI: Visit our Website at: <https://www.hartofme.org>

PLEASE APPLY BY COMPLETING OUR ONLINE APPLICATION.

Mailing Address: PO Box 351, Cumberland, ME 04021 | **Shelter Address:** 302 Range Rd, Cumberland, ME 04021
207-829-4116 | info@hartofme.org | **HARTofME.org**

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