

**\*\*\*\*\*JOB OPPORTUNITY\*\*\*\*\***  
**NON-APPROPRIATED FUND (NAF) POSITION**

**ANNOUNCEMENT NO: 10-247**

**POSITION TITLE: Animal Health Technician, NF-0704-03, Flexible On Call (no benefits)**

**SALARY: \$10.84-\$14.00 per hour + 20.94% COLA**

**LOCATION: Andersen Veterinary Clinic**

**AREA OF CONSIDERATION: Open to All**

**OPEN DATE: August 20, 2010**

**CLOSING DATE: Open until filled**

**FIRST CUT OFF: September 10, 2010**



**INTRODUCTION:** This position is located at the Veterinary Clinic, Andersen AFB. The purpose of this position is to provide technical and administrative support to the US Army Veterinary Treatment Facility (VTF).

**MAJOR DUTIES AND RESPONSIBILITIES:** Works under the supervision of the VTF NCOIC and Veterinarian. Provides preventive care and routine and emergency medical and surgical care under veterinarian supervision to animal patients of clients eligible for services at the VTF. Takes vital signs and performs cursory physical examinations. Reports all abnormalities to the veterinarian. Collects appropriate diagnostic specimens from patients such as urine, feces, blood, and skin/cytology for in-house and send-out laboratory testing. Performs and interprets routine lab tests such as snap tests, dipsticks, skin scrapes, and fecals. Prepares patients and operates equipment for diagnostic procedures such as radiographs, ultrasound, and endoscopy. Maintains diagnostic equipment and supplies in clean and working order. Prepares and administers immunizations, sedatives, anesthetics, and medications orally and parentally as directed. Administers oxygen and performs endotracheal intubation. Restrains and lifts patients, changes bandages, cleans wounds, monitors surgical sites, cleans ears, trims toenails, and expresses anal glands for in- and out- patients. Prepares patients, sterile prep of surgical sites, and assists veterinarian with surgery using aseptic technique. Prepares exam rooms for operation with an adequate stock of supplies and professional appearance (clean and organized). Identifies expired or contaminated medications, medications and supplies low in stock, malfunctioning equipment, and unsafe situations and reports these to the NCOIC. Annotates veterinary medical records completely, accurately, and timely using Avimark. Records all exam findings, tests, and treatments performed, medications dispensed, and significant client communications. Ensures patient privacy and confidentiality in oral and written communications with clients and civilian clinics regarding patient information. Provides paraprofessional advice and education to clients in preventive medicine and zoonotic diseases, pet husbandry, travel regulations, pre- and post-operative care, how to administer medications or treatments at home, and specific doctor's instructions. Performs reception duties utilizing Avimark such as receiving telephonic and in-person inquiries, obtaining and recording patient and client data, booking appointments, and checking clients in and out. Invoices clients, collects fees, and provides receipts. Performs errands, daily deposits, package pickup, and distribution runs as needed. Performs other duties as assigned.

**QUALIFICATIONS:** Current US Licensure, Certification, or Registration as a Veterinary Technician or graduation from in residence 91T Advanced Individual Training Course or other degree with documented hands-on animal training or equivalent experience performing veterinary technician duties. Must have practical knowledge in animal care and recognition of normal and certain abnormal animal health conditions and basic veterinary medical terminology. Ability to deal with the public and co-workers in a courteous and professional manner and be able to handle stress. Ability to communicate effectively both orally and in writing. Computer knowledge and experience in database, spreadsheets, word processing, and patient records automation systems and experience in sales operations. Satisfactory completion of National Agency Check (NAC). Potential exposure to biologic and hazardous materials.

**HOW TO APPLY:** Open to all interested applicants. Submit Application for Federal Employment (OF 612) and Declaration for Federal Employment (OF 306), or Resume to NAF Human Resources Office, Andersen AFB, Guam or Naval Base Guam. Current NAF employees may apply by submitting an "Internal Application" (NAFHRO FM-01) to the NAF Human Resources Office. Applications may also be submitted via email to [36fss.hro@andersen.af.mil](mailto:36fss.hro@andersen.af.mil), or fax to 366-3678.

Application packages may be obtained via our webpage at [www.36fss.com/naf.html](http://www.36fss.com/naf.html).

For those claiming hiring preferences, please contact our office or visit our website for required documents:

**Military Spouse Preference:** Submit MSP form with sponsor's PCS orders.

**Veteran Preference:** Submit a DD-214, Member Copy 4.

Some positions have special requirements. In these cases selection is tentative pending satisfactory completion of these requirements. Applicants may be required to provide proof of education, etc. All selections are contingent upon the obtaining satisfactory employment reference checks.

The Department of Navy is an Equal Employment Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, religion, sex, national origin, age, disability, marital status, political affiliation, sexual orientation, or any other non-merit factor.

The Department of the Navy provides reasonable accommodation to applicants with disabilities. Applicants with disabilities who believe they require reasonable accommodation should call or email them to: to ensure that the Department of the Navy can consider such requests. The decision to grant an accommodation will be made on a case-by-case basis.

**PRIVACY ACT STATEMENT FOR NAF APPLICANTS:** "Authority to request this information is derived from 5 U.S.C. 301, Departmental Regulations. The purpose of this information is to determine the qualifications, suitability, and availability of applicants for employment with a NAF activity, and of current employees for reassignment, reinstatement, transfer, or promotion. The information will be used to assess qualifications, entitlement, and overall employment suitability. Completion of information on this form is voluntary. Failure to provide this information may prevent you from receiving full consideration for the position you seek."