



Job Description: Veterinary Care Liaison

About Us: The Aggieland Humane Society provides humane care and placement for homeless and abandoned animals, promotes the human-animal bond, and promotes responsible pet ownership to enhance the quality of life for the people and animals in our community. Our vision is to become a leader among animal welfare organizations. We offer progressive, lifesaving programs and services, including animal sheltering, community spay/neuter, TNR, animal transfers, foster care, outreach events, volunteering, community food pantry, and more. Aggieland Humane Society is the municipally contracted animal shelter for the City of College Station and for Brazos County.

Position Specifics:

Title: Veterinary Care Liaison

Reports to: Animal Care Manager

Status: Full-Time, Non-Exempt

Compensation: \$16.50/hour

Benefits: Paid sick and vacation time, employer-sponsored health, vision, dental, and life insurance, investment plan with 3% employer match, discount pet food programs, continuing education opportunities, and advancement opportunities.

Description: The Veterinary Care Liaison supports the Shelter Veterinarian and helps coordinate veterinary care across shelter operations. This hands-on position assists with medical care, animal health monitoring, recordkeeping, staff training, routine animal care, and communication between the veterinary program and Animal Care team. The Veterinary Care Liaison reports to the Animal Care Manager for scheduling, workflow, and daily responsibilities while following the medical direction and protocols established by the Shelter Veterinarian.

General Duties:

- Follow the Aggieland Humane Society Base Code of Conduct, Workplace Agreement, policies, procedures, and all applicable laws and regulations.
- Work collaboratively with the Animal Care Manager, Shelter Veterinarian, shelter leadership, and departmental staff.
- Support shelter-wide animal welfare, safety, biosecurity, and operational practices.
- Participate in adoption events, community outreach, educational programming, and other off-site activities as directed.
- Complete required training and pursue ongoing professional development.
- Perform other duties as assigned in support of the mission of Aggieland Humane Society.

Technical Duties:

- Assist the Shelter Veterinarian with examinations, vaccinations, diagnostics, treatments, procedures, and other medical care.
- Monitor the health and well-being of shelter animals and promptly report signs of illness, injury, pain, stress, or behavioral changes.
- Help coordinate medications, treatments, vaccinations, diagnostics, rechecks, and follow-up care.
- Maintain accurate and timely medical records in the shelter management software and other designated systems.
- Collect, handle, prepare, and transport diagnostic samples, including samples submitted for rabies testing.
- Provide technical guidance and training to staff and volunteers on safe handling, restraint, medication administration, sample collection, vaccinations, and other approved animal care procedures.
- Help ensure prescribed treatments and follow-up care are completed and documented.
- Support disease prevention, isolation, sanitation, and biosecurity practices throughout the shelter.
- Communicate animal health information that may affect housing, isolation, treatment, adoption, transfer, or other placement decisions.
- Assist the Shelter Veterinarian and Animal Care Manager in identifying health trends, recurring medical concerns, and disease-control needs.
- Monitor veterinary supplies and communicate inventory needs to the Animal Care Manager.
- Transport animals, specimens, and veterinary materials to approved veterinary partners in Bryan/College Station as needed.
- Perform euthanasia procedures, documentation, and rabies submissions in accordance with shelter protocols.
- Perform duties involving medications and veterinary care only as trained, authorized, and permitted by applicable law.
- Communicate professionally with staff, volunteers, adopters, fosters, veterinary partners, and members of the public.
- Maintain timely communication through Slack and other designated platforms.
- Provide animal health information and technical input to support daily animal flow and case management, including medical needs, housing considerations, isolation, treatment timelines, and readiness for adoption, transfer, or other placement pathways.
- Supports the Shelter Veterinarian in maintaining compliance with applicable veterinary, public health, rabies, controlled medication, and animal welfare requirements within the employee's training, authorization, and permitted scope of practice.
- Performs routine animal care duties as needed to support shelter operations, including feeding, watering, handling, enrichment, monitoring, moving animals, and maintaining clean and sanitary housing areas.
- Cleans and disinfects kennels, cages, medical areas, isolation spaces, animal-care equipment, dishes, laundry, and other shelter areas in accordance with established sanitation and disease-control protocols.

- Provides coverage and assistance with Animal Care Technician responsibilities or other operational needs as directed by the Animal Care Manager.

Requirements:

- Minimum two (2) years of experience in animal sheltering, veterinary medicine, animal care, or a related field.
- Demonstrated experience and confidence in a clinical veterinary setting.
- Valid driver's license with an acceptable driving record.
- Ability to pass required background screenings.
- Availability to work evening, weekend, and holiday shifts as operational needs require.

Preferences:

- Associate degree in Animal Science, Veterinary Technology, Animal Behavior, or a related field; or equivalent combination of education and/or work experience.
- Certified Veterinary Assistant (CVA), Licensed Veterinary Technician (LVT), Registered Veterinary Technician (RVT), or similar professional certification.
- Knowledge of animal health, disease prevention, and basic medical terminology.
- Bilingual English/Spanish, conversation-level competency.

Physical Requirements:

- Frequently lift and carry up to 50 pounds independently and more than 50 pounds with assistance.
- Stand, walk, bend, kneel, crouch, climb, and reach throughout the workday.
- Safely handle animals of varying sizes, temperaments, and medical conditions.
- Work indoors and outdoors in varying weather conditions.
- Exposure to cleaning chemicals, animal waste, zoonotic diseases, loud noises, and emotional situations involving injured or deceased animals.

Other:

- Ability to handle the stress and fatigue of animal sheltering operations required; ability to prioritize one's mental health strongly encouraged.
- Ability to lead a team and work as a team member to promote the mission and vision of Aggeland Humane Society, encouraging positive and impactful work within the community.
- Excellent communication and interpersonal skills are required.
- Advanced computer skills and ability to learn shelter management software.
- Must obtain Texas Euthanasia Performer Certification within 3 months of hire.
- Must obtain Texas Local Rabies Control Authority Certification within 6 months of hire.

To Apply: Please submit your application and resume to Harlee Gerke, Animal Care Manager, at hgerke@aggielandhumane.org.