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POSITION DESCRIPTION VETERINARY ASSISTANT

JOB SUMMARY

The Fredericksburg SPCA Clinic serves FredSPCA animals, rescue partners, and the local community. Services include low cost spay/neuter and routine veterinary care. You'll be an essential part of the clinic team and improving the lives of thousands of animals each year.

RESPONSIBILITIES

- Assist Veterinarian and Licensed Technician with surgical, medical and dentistry procedures
- Treats people and animals with respect; contributes to effective teamwork; promotes intra- and inter-departmental cooperation; and fosters public relations beneficial to FredSPCA
- Restrain animals for anesthetic induction and surgical preparation
- Assist with patient surgical preparation including surgery field clipping and sterile preparation.
- Monitor vital signs of sedated and anesthetized patients
- Clean, wrap, and sterilize surgical instruments
- Clean and disinfect kennels, carriers, and equipment.
- Communicate in an effective and professional manner with clients and staff, both orally and in writing
- Medical record keeping and maintenance of records
- Fill prescriptions and follow BOP Protocols
- Administer medications
- Assist with diagnostics
- Client education
- Follow written and verbally communicated SOPs
- Assist with client checkout
- Assist with weekly inventory and ordering of medical supplies
- Ability to work in a fast-paced environment
- Must embrace the mission of the Fredericksburg SPCA and adhere to the SPCA's policies and philosophies.
- Perform other duties as assigned

VETERINARY ASSISTANT QUALIFICATIONS:

- Display a positive attitude, show concern for people and community, demonstrate presence, self-confidence, common sense and good listening ability.
- Ability to shift gears and comfortably handle risk, recover from set-backs and overcome obstacles.
- Proven organizational, time management, and planning skills required
- Maturity with ability to use good judgment and display a professional manner at all times
- Self-starter, initiating activities within the framework developed with minimal supervision.

- Ability to maintain confidentiality at all times.
- Must be reliable and dependable.
- Patience and tact when working with difficult, emotional, or angry people.
- Proper animal handling and restraint skills
- Experience in animal shelter or clinic environment preferred
- Ability to work independently and as a team
- Knowledge of basic veterinary medical concepts preferred
- Ability to adapt and a willingness to learn

WORKING CONDITIONS

- Indoors in a high noise, air-conditioned/heated building
- Outdoors, exposed to weather conditions on shelter grounds
- Use of SPCA animal care and transportation equipment, computers, printers, copiers, fax machines, telephones, power washers, industrial laundry machines, and cleaning supplies

MENTAL, PHYSICAL AND COMMUNICATION DEMANDS

- Regular exposure to cleaning chemicals, fumes, dust, animal feces, bites, scratches
- May be exposed to:
 - Deceased, fractious, or aggressive animals
 - Hostile, irate persons
 - Zoonotic or other diseases
 - Unpleasant noises, odors, sights
 - Extreme temperatures
- Must be able to:
 - Work with cats, dogs, and small animals
 - Lift and/or move up to 50 pounds unassisted regularly, and 50+ pounds with assistance
 - Frequently bend, squat, reach, lift, carry, stoop, and grip
 - Work around pet dander, dust and other allergens without issue
 - Stand and walk during entire shift
 - Work around children and with the public
- Interactions with and handling of pets who are tame, stray, or feral
- Strong data entry skills and the ability to maintain accurate records
- Working alone or with minimal supervision; must be self-motivated
- Patience and tact when working with difficult, emotional, or angry people
- Adherence to the SPCA's policies and philosophies

DRESS CODE

All clinic employees are required to wear full-set scrubs, which means tops and bottoms are required, as well as closed toed shoes 100% of the time for safety reasons.

COMPENSATION & BENEFITS

- This is a full-time, non-exempt position in which the employee will be scheduled a minimum of 32 hours per week and a maximum of 40 hours per week. This position will have infrequent overtime. Ability to come in after hours to perform emergency procedures on an as needed basis.
- Employee will become eligible for the full time benefits package (Paid Time Off, Paid Holidays, Health Insurance, Dental and Vision Insurance) the first of the month following a 60-day probationary period per the Fredericksburg SPCA Handbook.

TERMS OF EMPLOYMENT

In accepting this offer of employment, you certify your understanding that your employment will be on an at-will basis, and that neither you nor any Fredericksburg Regional SPCA (henceforth SPCA) representative have entered into a contract regarding the terms or duration of your employment. As an at-will employee, you will be free to terminate your employment with the SPCA at any time, with or without cause or advanced notice. Likewise, the SPCA will have the

right to reassign you, to change your compensation, or to terminate your employment at any time, with or without cause or advanced notice. At the termination of employment, any relevant SPCA documents, software, data, or information must be turned over to the SPCA.

HOW TO APPLY

Apply now by emailing your resume and cover letter to clinicemployment@fredspca.org and include a minimum of three professional references.