



540-898-1500 (tel)  
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10819 Courthouse Road  
Fredericksburg, VA 22408

[www.fburgspca.org](http://www.fburgspca.org)  
[www.facebook.com/fredSPCA](https://www.facebook.com/fredSPCA)

## **POSITION DESCRIPTION VETERINARY TECHNICIAN**

### **JOB SUMMARY**

The Veterinary Technician will assist our Shelter Veterinarian with all treatment and care of animal patients. The Veterinary Technician will report to the Shelter Veterinarian, CMC Practice Manager and Executive Director. The Fredericksburg SPCA is a highly progressive animal welfare organization. This is a fast-paced environment focused on providing high quality, high volume spay and neuter surgeries. The ideal candidate will work well on a team as well as take the initiative to complete tasks as an individual. We look for easy-going, low-drama folks, who maintain a positive attitude and have a sense of humor. The ideal candidate will be timely, reliable, courteous and respectful to team members, hard-working, dress professionally (scrubs), an excellent communicator, and easy-going. We value respect and hard work and optimism. We work hard, but like to have fun while doing it! Apply by sending your resume and cover letter to [clinicemployment@fredspca.org](mailto:clinicemployment@fredspca.org).

### **ESSENTIAL FUNCTIONS OF THE JOB INCLUDE**

- Assist coordinating daily surgery, treatment schedules; perform pre-surgical duties, physical exams
- Transport animals to and from surgery
- Calculate, administer, and record pre-anesthetic drugs
- Assist with patient surgical preparation including surgery field clipping and sterile preparation
- Restrain animals for anesthetic induction and surgical preparation
- Monitor vital signs of sedated and anesthetized patients
- Complete controlled drug logs
- Fill prescriptions and follow Board of Pharmacy Protocols
- Administer medical treatments and vaccines following SPCA protocols
- Prep lab samples, assist with diagnostics and evaluate in-house lab work
- Assist Veterinarian with surgical, medical and dentistry procedures
- Clean, wrap, and sterilize surgical instruments, disinfect kennels, carriers, and equipment
- Communicate in an effective and professional manner with clients and coworkers
- Ensure quality medical record keeping
- Follow written and verbally communicated SOPs
- Communicate necessary medical information to appropriate shelter staff, clients and caseworkers
- Assist with euthanasia of animals when needed
- Maintain inventory and ensure supplies are available
- Maintain departmental procedures and protocols
- Follow shelter and clinic safety guidelines
- Host training for Animal Care Technicians
- Oversee medical licenses with board of pharmacy
- Perform other duties as assigned



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### **QUALIFICATIONS & REQUIREMENTS**

- Licensed Preferred or must be currently enrolled in the last semester of the LVT program
- 1-2 years of experience preferred
- Knowledge of vet tech and animal shelter procedures and protocols
- Knowledge of restraint, handling techniques, general animal safety practices, including recognizing animal behavior patterns
- Strong data entry skills and the ability to maintain accurate records
- Ability to work effectively - independently and in team - and in an atmosphere of multiple projects, competing priorities, and deadline pressures
- Ability to be flexible and detail oriented
- Computer literacy w/ proficient use of programs including Microsoft Office programs, G-Suite, Internet, and database software -- knowledge of Clinic HQ and PetPoint a PLUS!
- Passion for SPCA mission; for caring of all animals regardless of age, breed, temperament or species

### **WORK ENVIRONMENT**

- 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
  - Must be able to stand; walk; use hands and fingers to reach or feel; climb, balance, stoop, kneel, or crouch during entire shift
  - Work around children and with the public
  - Maintain professional and courteous relationships with clients and fellow staff members
  - Adapt to a fast-paced and changing work environment that may sometimes be stressful and emotionally charged

### **EDUCATION & EXPERIENCE**

- College degree or equivalent combination of education and experience. (Licensed Veterinary Technician preferred or must be currently enrolled in the last semester of the LVT program)
- 1-2 years of experience preferred
- Experience with shelter medicine preferred
- Ability to pass basic vet tech skills assessment during interview process



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### **DRESS CODE**

Full-set scrubs are required (tops and bottoms) with closed-toe shoes. Occasionally, jeans and an SPCA logo shirt are appropriate.

### **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.
- A 60-day probationary period for the purposes of position suitability will begin on the start date.
- If currently a full time Fredericksburg SPCA employee; the employee's full-time benefits and PTO accruals will not be affected by probationary period. If a newly hired employee, the employee will be eligible for benefits the first of the month following the 60 day probationary.

### **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.