



The Fredericksburg SPCA is on the cutting edge of an inspiring national movement to keep pets and their families together and are looking for a Veterinary Assistant to join our Medical Team. Are you interested in becoming part of our LIFE SAVING efforts? We are a non-profit clinic providing high quality, low cost medicine to members of our community including our rescue partners and People Empowered Through Support Clients. Our team is made up of compassionate individuals who believe teamwork makes dream work! Collaboration is the key in this fast-paced, fun work environment. Not only will you get to change the lives of homeless animals, but you get the chance to shape shelter medicine for the benefit of the community as a whole! So are you ready to save lives? Join our Team and become a SuperHero! Apply by sending your resume and cover letter to the FredSPCA.

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. The Veterinary Assistant will assist our veterinarian team with all treatment and care of animal patients. The Veterinary Assistant will report to the Clinic Coordinator. This is a fast-paced environment focused on providing high quality, high volume spay and neuter surgeries and low cost medical care to our shelter animals and our community. 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!

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.
- Reports to Clinic Coordinator.

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.