



540-898-1500 (tel)
540-898-1583 (fax)
10819 Courthouse Road
Fredericksburg, VA 22408
www.fredspca.org
www.facebook.com/FredSPCA

POSITION DESCRIPTION VETERINARY ASSISTANT

JOB SUMMARY

The Fredericksburg SPCA Clinic serves FredSPCA animals, rescue partners, and the local community. Services include spay/neuter surgeries and routine wellness care. We believe in the spectrum of care and meeting people where they are. As a veterinary assistant, you will be an essential part of the clinic team and help improve the lives of thousands of animals, and people, each year.

We have inhouse radiology, ultrasound, blood machines and dental capabilities. We also provide emergency care to our shelter and foster pets.

*** Apply by sending your resume and cover letter to: clinicemployment@fredspca.org.***

RESPONSIBILITIES

- Assist Veterinarian 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.
- Communicate in an effective and professional manner with clients and staff, both orally and in writing.
- Medical record keeping and maintenance of records.
- Administer medications.
- Assist with diagnostics.
- Follow written and verbally communicated SOPs.
- Assist with client checkin and 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.
- Report to Clinic Manager and Executive Director.
- Perform other duties as assigned.

VETERINARY ASSISTANT QUALIFICATIONS:

- 2+ years of veterinary experience preferred.
- 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.
- Must be reliable and dependable.
- Patience and tact when working with difficult, emotional, or angry people.
- Ability to adapt and a willingness to learn.
- Ability to work independently and as a team.



540-898-1500 (tel)
540-898-1583 (fax)
10819 Courthouse Road
Fredericksburg, VA 22408
www.fredspca.org
www.facebook.com/FredSPCA