



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 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 licensed veterinary technician, 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](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
- Oversee medical licenses with board of pharmacy
- Perform other duties as assigned
- Work closely with Veterinarian and Clinic Manager in a team environment



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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

### **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