



Position: Veterinary Assistant
Reports to: Director of Shelter Operations
Position Classification: Full-time
Hours: Monday- Friday, alternating Saturdays

Job Summary:

The candidate assists the Licensed Veterinary Technicians (LVT) with important entry level duties in order to promote efficiency of the clinics and the compassionate and quality care of both shelter and public animals. Veterinary Assistants take direction from the LVT, Veterinarians, Clinic Coordinator and the Director of Shelter Operations. The intention of the outlined duties below is to provide a guideline indicating which duties a Veterinary Assistants may perform, not to provide an exhaustive list. Additional duties may be assigned as training progresses. Veterinary Technicians will maintain strong working relationships and a positive and professional public image at all times. Open availability for rotating Saturdays is required. Entry level and experienced technicians welcomed.

Responsibilities:

- Handle all animals humanely, properly and with compassion, including those that may be sick, injured or feral
- Always treat people and animals with respect; to contribute to effective teamwork and practice direct communication
- Follow established procedures governing safe work practices including wearing protective clothing or equipment when necessary
- Assist in maintaining healthy, safe, sanitary, pleasant and clean facilities by participating in cleaning and housekeeping duties
- Assist in the maintenance and inventory of supplies by doing laundry, restocking the treatment room and surgery suites as needed and notifying the Technician Supervisor when supplies are low
- Identify, clean, pack and sterilize surgical and dental instruments
- Assist LVTs in venipuncture, examining, handling and treating patients
- Assist doctors as requested with patients in ultrasound
- Provide food, water, clean bedding and clean cages to patients and to assist in treatments for medically boarding animals and non-critical hospitalized patients
- Administer oral and topical medications to medically boarding animals, non-critical hospitalized patients or out-patients
- Assist with treatment of critical patients with supervision
- Assist the surgical and dental technicians with prepping patients for anesthesia and induction
- Care for post-anesthesia patients and monitor their recovery
- Participate in tech appointments including anal gland expression, pedicures, soft paws, administering SQ fluids, etc. as assigned by the LVT or Clinic Coordinator

- Learn to double check administration of vaccines when requested
- Learn basic venipuncture of the cephalic, saphenous and jugular veins under direct supervision of the LVT
- Assist with x-rays
- All other duties as assigned and needed to support clinic services, adoptions, customer care and all Norfolk SPCA functions

Requirements:

- Education-Bachelor's degree in related field or years' experience considered
- Schedule - Regular, predictable attendance, punctuality and availability to work during operational hours as defined by leadership with the expectation to work varied hours including alternating Saturday shifts
- Experience - Animal and basic veterinary care experience preferred. Marketing/Sales experience a plus
- Computer Skills - Proficient with computers; specifically, a working knowledge of Microsoft products and clinic software (Avimark)
- Adaptability - Ability to work in a professional and positive manner with high attention to detail in a variety of situations and the willingness to assist at other sites; takes initiative to get work done; readily "rolls up their sleeves" to enable a project to be done
- Communication - Excellent interpersonal and oral and written communications skills; ability to maintain confidentiality; must have ability to work collaboratively with external and internal customers and departments
- Physical & Emotional Capabilities - Must be able to handle the physical and emotional aspect of work in an animal shelter environment. Must be able to lift and carry up to 50 lbs. Must have a high level of resiliency
- Valid VA Driver's License
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Please send letter of interest, 3 professional references and resume to: Human Resources at humanresources@norfolkspca.org