



CHARLOTTESVILLE-ALBEMARLE SPCA JOB DESCRIPTION

Position: Veterinary Clinic Assistant
Job Status: Non-Exempt
Reports to: Clinic Operations Manager

Summary:

Veterinary Clinic Assistants are responsible for monitoring and treating all patients with medical concerns within the shelter. They perform thorough intake protocols for all animals entering the shelter, administer daily medications, triage reported health concerns, and provide care for patients housed in critical care areas within the clinic. Clinic Assistants must have a strong team mentality, multitasking and independent decision-making skills, and effective written and verbal communication skills.

Essential Duties and Functions:

- Maintain a working knowledge of the intake protocols and the reasoning behind these protocols.
- Perform intake protocols on incoming dogs and cats in a safe and efficient manner.
- Maintain working knowledge of the cleaning and disinfectant protocols.
- Maintain organized, clean, and appropriately stocked work spaces within the clinic.
- Examine, medicate, and care for patients housed in the Critical Care Areas.
- Medicate and perform veterinary treatments (vaccinations, etc.) on shelter animals as scheduled.
- Assist the Veterinarians and LVTs as needed.
- Triage health concerns in the shelter population, communicate urgent problems to the Clinic Operations Manager or Veterinarians, and follow through on treatment plans.
- Complete all scheduled foster appointments daily, which typically include vaccinating, weighing, and administering anthelmintics.
- Keep medical records up to date with accurate, succinct, and detailed descriptions of patients.
- Responsible for identifying emergent health conditions, obtaining brief exam, vitals, and relevant information (blood glucose), and presenting these findings the veterinarian on-call.
- Perform centrifuged fecal flotations and limited in house bloodwork as necessary.
- Other tasks as requested by the Clinic Operations Manager.

Physical Requirements and Work Environment

- Must have the ability to lift and transport animals weighing up to 50 pounds.
- Must have manual dexterity sufficient as to manipulate connectors and latches on leashes and kennels.
- Must have visual acuity sufficient to discern and document minute physical details about the conditions of cats and dogs coming into the Clinic and such visual acuity as to be able to assess whether there is imminent danger of an adverse interaction between two animals.
- Must be comfortable dealing with a wide array of animal behaviors and personalities.
- Primarily works indoors in temperature-controlled environment
- Must have the ability to bend, squat, kneel, reach, reach above, and turn at the waist.
- Will be exposed to, and work around, disinfectant solutions.
- Will be subject to animal bites and scratches while handling animals.
- Consistently exposed to animals and animal allergens.
- Must be able to read, write and communicate verbally in English sufficiently as to clearly articulate in emergency situations and to understand instructions and share information.
- Must be available to work weekends and holidays as deemed necessary.

Skills/Qualifications:

- High School Diploma or G.E.D.
- 1+ Year experience in a veterinary clinic or animal shelter preferred.
- Must demonstrate excellent communication skills (written and verbal).
- Must possess a positive attitude and ability to remain calm under pressure.
- Ability to work compassionately with clients in various emotional states.
- Must possess good critical thinking and problem-solving skills.
- Must be able to multi-task while also being highly detail-oriented; must be flexible and able to handle frequent changes in work load demands.
- Must possess personal qualities of integrity, credibility, and a commitment to CASPCA's mission.
- Proficiency with Microsoft Excel, PowerPoint, and Word software.
- Ability to learn new software; database experience preferred.

I acknowledge that I have read, understand and am able to perform the Essential Duties/Responsibilities above:

Signature

Date

Print Name