CHARLOTTESVILLE-ALBEMARLE SPCA
JOB DESCRIPTION

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

Summary:
Veterinary technicians are an integral part of day-to-day functions and responsibilities at the SPCA. They work as part of a high-quality, high-volume surgical team, as well as with the clinic team to care for shelter, rescue, and publicly-owned animals. They must have a team mentality, independent decision-making skills, hands-on skills, effective written and verbal communication skills, and the ability to work with a sense of urgency.

Essential Duties and Functions:

- Works as part of the surgical team by pre-medicating, inducing, intubating, and monitoring patients under anesthesia.
- Places catheters, takes radiographs, performs in-house lab work (including blood work, cytology, fecals, and skin work-ups), and performs blood draws and transfusions as requested.
- Fills medications for surgical and in-house patients and maintains controlled substance logs.
- Maintains SDS books.
- Assists with and performs euthanasia as requested by the veterinarians.
- Administers rabies vaccines under the direction of the veterinarians.
- Maintains a working knowledge of medical protocols and the reasoning behind these protocols.
- Maintains organized, clean, and appropriately stocked work spaces within the surgical suite.
- Oversees care for patients housed in the Critical Care Areas.
- Assists the veterinarians as needed in clinic and surgical settings.
- Keeps medical records up to date with accurate, succinct, and detailed descriptions of patients.
- Triages health concerns in the shelter population, communicates urgent concerns to the veterinarians, follows through on treatment plans, and updates medical records.
- Identifies emergent health conditions, obtains brief exams, vitals, and relevant information (blood glucose), documents and presents these findings to the veterinarian on-call.
- Other tasks as requested by the veterinarians and/ or the Clinic Operations Manager.

Qualifications:

- Current license to practice as a Licensed Veterinary Technician in the state of Virginia
- Understanding of veterinary medicine, ability to administer vaccinations, microchips, and controlled substances, ability to collect samples for diagnostics, and ability to perform animal restraint as appropriate for an LVT
- Strong interpersonal skills, including the ability to communicate with and relate to people of all age groups across a wide spectrum of the community
- Ability to work in a fast-paced environment ensuring all animals are handled effectively and humanely.
- Excellent attention to detail; organization skills and ability to multitask
- Highly effective written and verbal communication skills
- Previous veterinary technician experience is preferred

Physical Requirements & Work Environment:

- Ability to lift and transport items weighing up to 65 pounds.
- Ability to stand for significant periods of time.
- Ability to work in a fast-paced setting with distractions.

- Consistently exposed to animals, animal allergens, animal wastes, disinfectants, high noise levels under conditions with limited alternatives available. Potential for animal bites and scratches, and zoonotic diseases.
- Have a high level of manual dexterity with the ability to bend and squat.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.
- Daily hours and days of the week may vary according to the needs of the organization. May require evening, holiday and weekend work hours.

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

_____ _____

Signature Date

_____

Print Name