



POSITION: Licensed Veterinary Technician
DEPT: Veterinary Clinic

Reports to: Lead Licensed Veterinary Technician
Status: Full-time, non-exempt or Part-time, non-exempt
Updated: May 2016

JOB SUMMARY:

Under the direction of the Lead Licensed Veterinary Technician, the Licensed Veterinary Technician is responsible for overseeing the humane care and treatment of all animals in the clinic, overseeing Veterinary Assistants. In addition, this position will act as the surgery technician for all procedures performed in the clinic.

Performs in this position in accordance with the organization's expectations for animal care, teamwork, and interpersonal relations, and actively contributes to improving service delivery, communication and consistency.

RESPONSIBILITIES:

- Assist with the care of all patients pre- and post-surgery.
 - Sedate and administer anesthetics to patients.
 - Ensure all equipment is prepared and maintained.
 - Enter all surgical notes.
 - Log scheduled drugs.
- Log patient information in the computers.
- Administer treatments and assist veterinarians as needed.
 - Take and process X-Rays.
 - Conduct dental cleanings.
- Conduct technician appointments.
- Relay information between surgery and shelter front desk managers.
- Ensure that the Clinic is clean, sanitary, and presentable for the public and animals.
- Perform the above responsibilities on the Neuter Scooter if scheduled.
- Perform other duties as assigned by the supervisor.

KNOWLEDGE AND SKILL REQUIREMENTS:

- Registered Veterinary Technician License in Commonwealth of Virginia
- Associates or Bachelor's Degree
- Experience working with animal welfare organizations or animal medical clinics preferred.
- Experience with wildlife preferred.
- Basic animal care knowledge. Preferred: Experience in shelter or veterinary clinic

- Demonstrated ability to treat animals with respect and humanity.
- Ability to work cooperatively with people and to communicate clearly about VBSPCA's mission, the care and treatment of animals.
- Excellent customer service skills.
- Ability to multi-task.
- Ability to handle stress.
- Demonstrated ability to make sound judgments.
- Must be able to represent VBSPCA professionally at all times.
- Must be able to work flexible hours, including evenings and Saturdays, in a fast-paced setting.

PHYSICAL REQUIREMENTS/WORKING CONDITIONS:

- Ability to restrain animals to lift and/or move up to 50 pounds.
- Ability to clean kennels.
- Ability to be around animals and wildlife.
- Ability to sit, talk, hear, stand, walk; use hands and fingers, handle or operate objects, reach with hands and arms; climb and balance; stoop, kneel, crouch, and crawl.
- Must be able to move throughout the building as needed throughout the day.
- May be exposed to cleaning chemicals and offensive odors.

To apply, submit cover letter, resume, [VBSPCA employment application](#), and professional references to Emily.Peck@vbspca.com