



## CHARLOTTESVILLE-ALBEMARLE SPCA JOB DESCRIPTION

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

### **Summary:**

Vet Assistants work to perform thorough intake protocols on all animals entering the shelter. They perform daily medicating and treatments for shelter animals, including foster animals. They must have a team mentality, independent decision making skills, and effective written and verbal communication skills.

### **Essential Duties and Functions:**

- Perform intake protocols on incoming dogs and cats in a safe and efficient manner.
- Maintain a working knowledge of the intake protocols and the reasoning behind these protocols.
- Perform centrifuged fecal flotations and limited in house bloodwork as necessary.
- 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, follow through on treatment plan, and update medical records.
- Complete the scheduled foster appointments, 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.
- Other tasks as requested by the Clinic Operations Manager.

### **Qualifications:**

- High School Diploma or GED.
- Previous experience with animals in a professional setting preferred, though not required.
- Ability to handle animals effectively and humanely.
- Effective written and verbal communication skills.

### **Physical Requirements and Work Environment:**

- Ability to lift and transport materials weighing up to 50 pounds.
- The ability to bend and squat.
- The ability to stand for significant periods of time.
- Exposure to disinfectant solutions.
- Subject to animal bites and scratches while handling animals.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.

### **Employee Acknowledgement:**

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_