



CHARLOTTESVILLE-ALBEMARLE SPCA JOB DESCRIPTION

Position: Clinic Veterinary Assistant

Job Status: Non-Exempt

Reports to: Clinic Operations Manager

Summary:

Clinic Veterinary 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:

- 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 plans, and update medical records.
- 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.
- 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: _____