

PENINSULA SPCA, Newport News, VA

The Peninsula SPCA is a private, non-profit (501c3) animal shelter located in Newport News, Virginia.



Position: Licensed Veterinary Technician (LVT)

PT/Hourly (16 hours per week) – \$18-22/hour

Summary: The Licensed Veterinary Technician (LVT) is a member of the Peninsula SPCA's Veterinary Clinic team, dedicated to the medical care of patients at the shelter's public vaccine and surgery clinics. This individual will maintain the cleanliness of the clinic area while working to ensure all patients receive quality and compassionate care.

Duties & Responsibilities of the Position:

Responsibilities:

- Provide quality, compassionate care for all patients who seek treatment at the PSPCA's public veterinary clinic.
- Assist veterinarians in providing medical care to animals
- Perform various laboratory tests and procedures as directed by veterinarians
- Administer medications and treatments as directed by veterinarians
- Properly restrain and prep animals for medical and surgical procedures in a humane and safe way
- Assist during surgical procedures; monitor and record vital signs of animals
- Provide animal husbandry, including feeding, grooming, and exercise
- Educate pet owners on proper care and treatment of their animals
- Maintain cleanliness and organization of veterinary clinic or hospital
- Other duties as may be assigned

Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty well. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Knowledge of veterinary practices, procedures, and terminology
- Experience in animal husbandry, pet care, and/or dog training preferred
- Able to handle, lift, and restrain animals in a caring, safe, and humane manner
- Strong communication skills and ability to work well in a team
- Attention to detail and ability to multitask in a fast-paced environment
- Reliable transportation to and from jobsite (at times, there may be off-site work within the service area) Passion for animal welfare and non-profit work required.
- Ability to exercise complete discretion when dealing with confidential information
- Outgoing, polite and professional manner
- Team player, able to work in a fast-paced environment and multi-task.
- Communicate effectively verbally and written
- Position requires excellent organizational skills, as well as high level of accuracy and attention to detail.
- Ability to work a flexible schedule including evenings, weekends, holidays, and on-call (required).

Education/Certification Requirements:

- Licensed Veterinary Technician in the state of Virginia (LVT)
- Certification or degree in veterinary technology or related field
- Minimum of two-years' experience in a veterinary clinic or shelter setting

Competencies:

1. Clinical Skills: Proficient in clinical, nursing, laboratory skills. Knowledge of infectious disease control, and preventative care.
2. Computer skills: must be able to proficiently use Microsoft Office (Word, Excel, Powerpoint), build spreadsheets and communicate efficiently via email.
3. Databases: Competency in, or ability to learn, practice management software (DaySmart).
4. Communication: skills that allow him/her to professionally represent the PSPCA to clients and community partners. Must be able to effectively communicate what he/she needs to accomplish a goal.
5. Self-discipline: must be able to adhere to a timeframe set forth by strategic plans. Must be able to focus, strategize and prioritize activities to accomplish goals on time.

6. Responsibility: must be able to take ownership of actions. Must be dependable and reliable, completing tasks and taking responsibility for a patient's care from registration to discharge.
7. Values: must be able to execute the vision and mission of the PSPCA. Must exhibit these values to all customers, community partners and employees with each interaction.

Physical Demands:

	Never	Seldom 1%-10%	Occasional 11%-33%	Frequent 34%-66%	Constant 67%-100%
Stand					X
Walk					X
Lift <10 lbs					X
Lift 10-25 lbs					X
Lift 26-50 lbs					X
Lift 51-75 lbs				X	
Lift 76-100 lbs			X		
Twist				X	
Reach				X	
Push and Pull				X	
Climb			X		
Sit		X			
Vision					X
Hearing					X

Working Conditions:

The Vet Clinic LVT works in the PSPCA's Veterinary Clinic.

May also include:

1. Some exposure to unpleasant odors and noises
2. Possible exposure to bites, scratches and animal waste
3. Possible exposure to contagious diseases
4. Possible exposure to caustic chemicals such as bleach, disinfectants

Reporting Responsibilities:

The Vet Clinic LVT reports to the Clinic Manager, under the supervision of the Veterinarian-in-Charge.

Benefits:

- Full-time Hourly, non-exempt, position
- Paid Holidays
- PTO Accrual – vacation and sick leave
- Health insurance
- Dental insurance
- Vision insurance
- AFLAC supplemental insurance options
- Retirement (403b)

Evenings, Weekends, and Holidays required. On-call as needed.

Candidates should be at least 21 years old and have a clean driving record.

The Peninsula SPCA is a drug-free workplace.

About the Peninsula SPCA:

This facility is a managed admission, “no-kill” animal shelter serving the lower Virginia Peninsula. Established in 1938, today the Peninsula SPCA offers adoption and sheltering services; an affordable, preventative care veterinary clinic that provides vaccinations, health-maintenance care and spay/neuter surgeries for the public; and humane education programs that educate and advocate for the humane treatment of animals.

Peninsula SPCA is a private, non-profit organization that relies solely on community support in addition to adoption and service fees. PSPCA finds homes for more than 1,000 pets annually.

About Newport News, Virginia:

Newport News, Virginia is part of the Virginia Peninsula, a jut of land that extends from the mouth of the Chesapeake Bay upwards towards Richmond, Virginia, and is sandwiched between the James River and the York River. The lower Virginia Peninsula is comprised of 4 municipalities, Newport News, Hampton, York County, and Poquoson, and is conveniently located between Williamsburg and Virginia Beach. Part of the larger Hampton Roads community, Newport News is centrally located in an area known for its rich history, amazing waterways and beaches, and great outdoors. Virginia Beach and the Outer Banks of North Carolina are a short drive away and the area is steeped in Colonial America history only minutes away.

To Apply:

Submit your resume via email or mail to:

Email: Megan Steele, executive director – megan@peninsulaspca.org Please include LVT in the subject line.

Mail: Peninsula SPCA, Attention: Megan Steele, 523 J. Clyde Morris Boulevard, Newport News, VA 23601

The Peninsula SPCA is a drug-free workplace, and candidates are advised that the organization does perform pre-employment drug screenings, and random drug screenings of employees.

The Peninsula SPCA is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, religion, age, sex, sexual orientation, gender identity, protected veteran, disabled status, or any other protected characteristic as outlined by federal and state laws.

MST/3-21-2025