



**Title:** Licensed Veterinary Technician

**Reporting Relationship:** Medical Director

**Status:** Full-time or Part-time, Hourly, Non-exempt

**Location:** 312 Battlefield Blvd N., Chesapeake, VA 23320 (primary)  
1149 New Mill Drive, Chesapeake, VA 23322 (secondary)

### **Summary**

The Chesapeake Humane Society operates a low-cost, high-volume clinic, offering preventative veterinary care, spay/neuter surgery, dentals, and various surgical procedures. The Licensed Veterinary Technician performs some animal medical procedures while providing support to the Medical Director and Associate Veterinarians of the Chesapeake Humane Society (CHS). The incumbent shall uphold and abide by clinic and shelter protocols as set by the Medical Director.

CHS's veterinary clinic provides low-cost, high-quality veterinary care to the public. Our public services are open to canines, felines, and rabbits. CHS's shelter and crisis boarding programs serve canines, felines, rabbits, and other small animals such as guinea pigs, rats, mice, ferrets, and birds.

### **Duties and Responsibilities**

- Interpret medical histories and relay pertinent information to the Medical Director
- Safely and humanely restrain companion and exotic animals for medical procedures
- Administer vaccinations, microchips, sedatives, and pre-anesthetic and anesthetic drugs under the supervision of the Medical Director
- Perform general anesthesia safely on canine, feline, and exotic patients
- Perform dental exams, create dental estimates, and perform dental cleanings which include taking dental radiographs and performing surgical extractions
- Perform diagnostic services such as bloodwork, ear swabs, and skin scrapings for Medical Director to interpret, document results, and communicate to clients or Administrative Assistants
- Recover patients from anesthesia and if needed perform CPR under the supervision of the Medical Director
- Provide post-operative, vaccination, and microchipping counseling and answer client inquiries, forwarding to Medical Director as appropriate
- Reconcile controlled substance log at the end of business
- Clean and sanitize veterinary equipment, surgical tools, animal enclosures, workspace, lobby, and break room as assigned
- Ensure all supply areas are stocked and report deficiencies to Medical Director
- Assist Medical Director in providing oversight, support, and training for Veterinary Assistants

### **Other Duties**

- Work cooperatively with all staff and volunteers to promote the CHS mission
- Uphold and embrace CHS's Workplace Culture Agreement in all aspects of work
- Participate in team meetings
- Engage visitors in non-confrontational, educational conversations regarding animal care, surrender, sheltering policies, etc.
- Perform other duties as necessary

### **Skills and Educational Requirements**

- High school diploma or equivalent
- License to practice as a Licensed Veterinary Technician in the state of Virginia, or ability to obtain
- 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
- Preferably, experience in shelter medicine and in high volume spay/neuter clinics
- Confidence using computer systems and learning new software
- Ability to provide quality customer service in a high-volume, stressful environment
- Ability to distinguish which client inquiries are appropriate for his/her knowledge base
- Strong interpersonal skills, including the ability to communicate with and relate to people of all age groups across a wide spectrum of the community
- Strong written and oral communication skills including the ability to educate clients effectively in English
- Willingness to discuss euthanasia, open-admission sheltering, and surrender of pets in a non-judgmental, non-confrontational, fact-based manner
- Ability to express organizational standpoints when serving as a CHS representative
- Ability to handle confidential or sensitive information with discretion
- Ability to function well independently and as a team member
- Ability to mediate and problem solve in the moment
- Excellent attention to detail; organization skills and ability to multitask

### **Physical and Time Demands**

- Ability to work early mornings and occasional Saturdays
- On-call hours as needed for CHS shelter animals (primarily phone consultation with Foster Coordinator)
- Ability to work in a fast-paced setting with distractions
- Ability to work in the presence of animals, wildlife, strong odors, and cleaning solutions
- Ability to stand, walk, bend, and lift and carry materials up to 40 lbs
- Ability to handle stress
- Valid driver's license, clean driving record, and reliable personal transportation

### **Salary and Benefits**

- \$20-\$25/hour, depending on experience
- Medical, Dental, and Vision Insurance (full-time)
- Paid Holidays (full-time)
- Personal Time-off (full-time)
- Simple IRA Plan with organization match

- Access to mental health resources (Insight Timer app, Compassion Fatigue training, and Trauma-Informed Care training)
- Paid annual Continuing Education requirements
- Paid annual licensing fees
- Professional development and leadership training opportunities
- Discounted clinic services and adoption fees
- Discounted retail items, pet prescriptions, and prescription foods

**To apply, submit cover letter, resume, and professional references to**  
[Director@chesapeakehumane.org](mailto:Director@chesapeakehumane.org)