



Title: Lead Licensed Veterinary Technician

Reporting Relationship: Clinic Manager

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 Lead 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

- Expectations for the **Lead** Licensed Veterinary Technician role:
 - Along with the Lead VA, implement morning huddles to delegate daily tasks to each LVT and Veterinary Assistant
 - Assist the Lead VA with weekly inventory counts and submit weekly orders
 - Maintain adequate controlled substance inventory in compliance with DEA regulations and assist Medical Director with ordering
 - Assist Clinic Manager and Medical Director in maintaining compliance with Virginia Board of Veterinary Medicine laws and regulations.
 - Perform daily, weekly, and monthly maintenance on all anesthetic, radiology and surgical equipment
 - Provide oversight, support, and training for LVTs, Veterinary Assistants, and veterinary interns
 - Provide constructive feedback to clinic support team members
 - Assist with the efficiency and flow during surgery days to ensure the best quality pet care and to maximize the surgical team's productivity
 - Work with the Medical Director, Clinic Manager, and Lead VA to develop an efficient, productive hospital team that provides the highest quality care and service to the most pets and clients
 - Lead by example; Lead the team in a positive manner and provide leadership, mentorship, and guidance
 - Take appropriate initiative to complete tasks and find solutions to problems
 - Organize and maintain a crash cart
 - Lead team in mock CPR drills to maintain staff efficiency
- Interpret medical histories and relay pertinent information to the Medical Director and Associate

Veterinarians

- 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 and Associate Veterinarians
- 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 single-rooted tooth extractions
- Perform diagnostic services such as bloodwork, ear swabs, and skin scrapings for Veterinarians 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 and Associate Veterinarians
- Provide post-operative, vaccination, and microchipping counseling and answer client inquiries, forwarding to Medical Director or Associate Veterinarians 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

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
- Two to three years practicing as a Licensed Veterinary Technician, preferably in shelter medicine and in high-volume spay/neuter clinics, strongly preferred
- Two to to three years of supervisory management experience, with proven leadership ability strongly preferred
- 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
- 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
- Ability and willingness to drive the CHS transport van (Dodge Sprinter)

Salary and Benefits

- \$28 - \$30/hour, depending on experience
- Medical, Dental, and Vision Insurance (full-time)
- \$50k Life Insurance policy (full-time)
- Employee Assistance Program
- Access to mental health resources (Insight Timer app, Compassion Fatigue training, and Trauma-Informed Care training)
- Paid Holidays (full-time)
- Personal Time-off (full-time)
- Minimal on-call or emergency needs for CHS shelter pets
- Simple IRA Plan with organization match
- Paid annual Continuing Education requirements
- Paid professional licensing fees
- Professional development and continuing education 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 Hiring@chesapeakehumane.org
Please include the position title in the subject line**