



Community Veterinary Assistant

Employment Status: Full-Time, Non-Exempt

Department: Community Veterinary Services

Reports To: Community Veterinary Hospital Manager

Position Summary

The Community Veterinary Assistant supports patient care, client service, and clinical operations in a community veterinary clinic setting. This role assists veterinarians and Registered Veterinary Technicians (RVTs) with patient preparation, Fear Free handling, recovery monitoring, basic nursing support, and maintaining a clean and organized clinical environment.

This position contributes to a respectful, collaborative, Fear Free, and spectrum-of-care practice culture focused on patient comfort, client support, and learning. It is ideal for individuals to develop foundational clinical skills and pursue growth in veterinary medicine.

Essential Duties & Responsibilities

Patient Handling & Clinical Support

- Safely transport and handle animals using Fear Free techniques. *
- Assist veterinarians and RVTs with patient preparation, exams, and treatments. *
- Support low-stress restraint and positioning for exams, imaging, and procedures. *
- Assist with sample collection processes (holding, labeling, documentation). *
- Maintain clean and organized exam and treatment areas. *
- Support surgical and dental patient flow and recovery. *

Surgical Support (Assisting RVT/DVM)

- Prepare surgical instruments, packs, drapes, equipment, and warming devices. *
- Assist with patient clipping and initial surgical site prep under supervision. *
- Perform full surgical site prep once trained, and competency verified. *
- Support anesthesia monitoring by recording parameters as directed (no independent adjustments). *
- Assist with patient positioning, induction support tasks, transport, and recovery. *
- Place IV catheters only after formal training and competency sign-off; otherwise support restraint and setup. *

- Assist with surgical suite setup, turnover, and sterilization. *

Dental Support (Assisting RVT/DVM)

- Set up dental instruments, packs, equipment, and treatment area. *
- Assist with patient positioning and radiograph setup under direct supervision. *
- Record anesthesia monitoring parameters as directed. *
- Clean, pack, and sterilize dental instruments and equipment. *
- May assist with dental radiograph positioning and image capture only after training and competency sign-off, under direct RVT/DVM supervision. *

Patient Monitoring & Basic Care

- Monitor animals for pre-operative, post-operative, and short-stay care. *
- Provide comfort care: hydration support, feeding per instruction, bedding changes, hygiene assistance, elimination support. *
- Take and document vitals when trained and delegated. *
- Administer oral medications and SQ/IM injections under veterinary supervision and administer IV medications and controlled substances only after formal training, VACSP credential (as applicable), and documented competency sign-off. *
- Promptly report changes in patient condition. *

Medication Support & Controlled Substances

- Draw up, manage, and administer medications including controlled substances under DVM/RVT supervision when holding a valid VACSP. *
- Assist with medication preparation and documentation while awaiting VACSP. *
- Follow DEA, state, and organizational controlled-substances procedures. *

Client Service

- Assist with patient intake and discharge. *
- Provide calm, empathetic communication with clients. *
- Review go-home information as directed by RVT/DVM. *
- Support client access to resources respectfully and compassionately. *

Sanitation, Inventory & Safety & Organizational Collaboration

- Maintain clean animal housing, exam rooms, treatment areas, laundry, and equipment. *
- Clean, pack, and sterilize instruments and equipment. *
- Follow OSHA, infection control, IIPP, and Fear Free protocols. *
- Maintain regular, dependable, and punctual attendance, including weekends, evenings, holidays, overtime, and travel between Placer SPCA facilities as operational needs require. *
- Perform other duties as assigned. *

Euthanasia Support

- Support euthanasia workflows with compassion and professionalism. *
- May perform humane euthanasia with appropriate training and delegation, in accordance with state law and organizational protocol. *
- For client-present euthanasia assists RVT/DVM team only. *

* Essential functions of the job

Qualifications

- Must be at least 21 years of age to meet legal requirements associated with the duties of this role.
- High school diploma or GED required; two years of college coursework preferred.
- Minimum two years of experience in an animal shelter, veterinary hospital, or related environment.
- Familiarity with OSHA, IIPP, and workplace safety practices preferred.
- Valid California Veterinary Assistant Controlled Substance Permit (VACSP) required or obtained within 60 days of hire.
- Fear Free Certification or obtained within 90 days of hire.
- Strong organizational and communication skills with the ability to work independently and exercise sound judgment.
- Proficiency in Microsoft Office Suite and shelter/veterinary database systems (e.g., PetPoint and IDEXX Neo), with the ability to learn new applications as needed.
- Strong attention to detail with the ability to accurately document and maintain operational records and compliance logs.
- Required to operate a motor vehicle to travel between facilities, attend meetings and special events, run errands, etc. as needed.
- Must possess a valid California driver's license and maintain a driving record that meets the standards of our insurance provider.
- Must be able to safely lift and carry supplies or animals weighing up to fifty pounds with assistance.
- Must pass a background check and be eligible for a Veterinary Assistant Controlled Substance Permit

Compensation & Work Environment

- Position classification: Non-exempt, Full-time
- Starting salary range: \$18.04 – \$19.14/hour, based on experience and demonstrated skills.
- Position salary range: \$18.04-\$20.30 with merit-based adjustments in accordance with organizational policy.
- Work Schedule: 40-hour work week; includes a weekend day, some holidays and evenings, and occasional overtime.
- Regular exposure to animals that may be sick, injured, aggressive, unruly, or deceased.
- Potential exposure to zoonotic diseases, parasites, cleaning chemicals, and facility maintenance substances.
- Frequent interaction with the public in a dynamic, fast-paced, and at times stressful environment.
- Work is performed in an emotionally charged setting that requires resilience, adaptability, and sound judgment.
- Position requires willingness to attend training programs to maintain and enhance skills as identified and needed.
- Compliance with PSPCA Employee Policy Manual required.

Acknowledgment

The Placer SPCA is an equal opportunity employer. PSPCA reserves the right to revise or change this job description as necessary or as business requires. This job description does not constitute a written or implied contract of employment.

I understand the qualifications described above for the Community Veterinary Assistant position, and by signing below acknowledge that I am able to perform the essential functions of the job either with or without reasonable accommodation and I am willing to accept the working conditions herein.

Applicant / Employee Name: _____

Applicant / Employee Signature: _____

Date: _____