



**pasadena humane society & spca**  
open door. dedicated care.

## **Clinic Lead**

### **Full-Time, Non-Exempt**

The Pasadena Humane Society & SPCA is seeking an outgoing, energetic, detail-oriented person for the position of Clinic Lead.

**REPORTS TO:** Health Staff Manager

#### **TYPICAL RESPONSIBILITIES:**

As the Clinic Lead, duties include, but are not limited to:

- Assist with scheduling, vacation calendar (approvals by manager).
- In cooperation with Veterinarian, assist in developing protocols for physical exams, treatments, and medications.
- Assist in Chameleon input and administrative upkeep.
- Assist in supervision of health staff by providing guidance and training as needed. Assist in training and development of new employees.
- Fill in for each Health Staff Department as needed due to short-staffing or training needs.
- Manage, repair and maintenance schedules of all Shelter and SNiP machines/equipment used by Health Staff.
- Assist in daily, weekly and monthly ordering of medications, supplies and equipment from various vendors. Ensure supply level is consistently stocked, but not overstocked.
- Delegate any duties outside of normal operations (special cases, emergencies, etc.) in collaboration with the Health Staff Manager.
- Maintain controlled drug logs, MSDS and other logs. Compile reports as necessary.
- Perform all other functions and special details as assigned by the Health Staff Manager, Sr. Vice President, and President/CEO

#### **REQUIREMENTS:**

- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must be able to follow directions, to take criticism, to get along with coworkers and supervisors, to treat coworkers, supervisors and members/guests with respect and courtesy and to refrain from abusive, insubordinate and/or violent behavior.
- Must come to work regularly and on time.
- Must be able to work independently with minimal supervision.

## **SKILLS & QUALIFICATIONS:**

- At least three (3) years' experience working within an animal shelter or veterinary setting.
- Prefer at least one (1) year experience in a managerial role.
- Minimum high school graduate (or GED/proficiency certificate).
- Understand and follow verbal and written instructions, department policies, rules, laws and regulations.

## **WORK SCHEDULE:**

Must be able to work days, nights, weekends, holidays, and overtime as needed.

## **WORKING CONDITIONS:**

Fast-paced environment. Daily exposure to animals (domestic and wildlife), some with uncertain dispositions.

## **BENEFITS:**

The Pasadena Humane Society & SPCA offers competitive benefits, including health, dental, vision and life insurance, 403(b), short and long-term disability, paid vacation and sick time, and other benefits.

## **EXAMINATION:**

Qualified applicants will be invited to an interview to further evaluate each candidate's experience, knowledge, skills and abilities.

## **TO APPLY:**

Send résumé along with a brief cover letter to [hr@pasadenahumane.org](mailto:hr@pasadenahumane.org) or by mail to *Pasadena Humane Society & SPCA, ATTN: HR, 361 S. Raymond Ave, Pasadena CA 91105* or by fax to (626) 792-3810. **No phone calls or email inquiries please.**