



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

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

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

**REPORTS TO:** Health Staff Manager

### **TYPICAL RESPONSIBILITIES:**

- Provide humane care and treatment to all sheltered animals, including: dogs, cats, rabbits, rodents, reptiles, birds, wildlife and others.
- Conduct assigned morning and evening rounds of all areas of the shelter to ensure the well-being of all animals.
- Administer daily medical treatment to all sheltered animals as prescribed by staff veterinarians.
- Maintain a clean and sanitary work area in all work spaces and holding areas according to policy.
- Assist veterinarian in examination, treatment of animals and emergency medical treatment as necessary.
- Participate in the Screening Room/Receiving area activities including; scanning, banding, vaccinating and examining animals when necessary.
- Assist in lab work and radiology requirements of shelter animals.
- Euthanize and/or assist with euthanasia of animals as needed.
- Restrain animals for pre-surgical injections and IV inducing.
- Participate in pre and post-operative functions.
- Maintain proper paperwork and medical records as required by law.
- Monitor animals under anesthesia.
- Maintain department equipment in good working order. Report items for repair/replacement as needed to appropriate supervisory staff.
- Perform all other functions and special details as assigned by supervisor, veterinarian or Executive Committee.

## **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 come to work regularly and on time, 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.

## **SKILLS & QUALIFICATIONS:**

- A minimum of two years' experience working with animals in a professional capacity.
- Graduation from high school (or GED/proficiency certificate).
- Must be able to lift and carry up to 35 lbs.
- Must be at least 18 years of age at the time of appointment.

## **WORK SCHEDULE:**

Must be able to work any day of the week including weekends and holidays, and overtime as needed.

## **WORKING CONDITIONS:**

Fast-paced environment. Exposure to numerous animals including those 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.**