



pasadena humane society & spca

Veterinary Assistant

FSLA Classification

Full Time, Non-Exempt, Tier 7

REPORTS TO: Clinic Coordinator

DIVISION: Operations

DEPARTMENT: Veterinary Health

JOB DESCRIPTION

Summary/Objective

Provide humane care and treatment to all sheltered animals, including: dogs, cats, rabbits, rodents, reptiles, birds, wildlife, and others.

Supervisory Responsibilities: None

Job Duties and Responsibilities:

- Administer daily medical treatment to all sheltered animals as prescribed by staff veterinarians.
- Assist veterinarians in lab work and radiology requirements, examination and treatment of animals, and emergency medical treatment as necessary.
- Participate and assist in the Screening Room/Receiving area activities including: scanning, bandaging, vaccinating, and examining animals when necessary.
- Participate in pre and post-operative functions; which will include but not limited to restraining animals for pre-surgical injections and IV inducing.
- Monitor animals under anesthesia during surgical operations.
- Euthanize and/or assist with euthanasia of animals as needed.
- Conduct assigned morning and evening rounds of all areas of the shelter to ensure the proper well-being of animals.
- Maintain proper paperwork and medical records as required law and department policy
- Maintain department equipment in good working condition. Report any items for repair and/or replacement as needed to appropriate supervisory staff.
- Maintain a clean and sanitary work environment in all areas of operations and holding work areas accountable to policy which will include but not limited to: housecleaning, sweeping, mopping, and taking out trash.
- Assure a safe working environment and actively participate in PHS safety programs.
- Participate as needed in special department projects.
- Work as a team member with other departmental managers.
- Represent PHS at outside meetings, liaison with other organizations and contractors/partners as needed. Make presentations and speak publically on PHS.
- Perform other duties as assigned.



pasadena humane society & spca

Requirements and Qualifications

- 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, follow directions, take criticism, get along with coworkers and supervisors, treat coworkers, supervisory staff, members and guests with respect, courtesy, and refrain from abusive, insubordinate and/or violent behavior.
- Must participate in Mandatory All Staff Meeting every third Thursday of the month.
- Must be able to work independently with minimal supervision.
- Ability to lift up to 50lbs

Skills and 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 up to 50lbs.
- Must be at least 18 years of age at the time of appointment.

WORK SCHEDULE

Must come to work regularly and on time. Must be available for early hours. Must be able to work early hours according to the needs of the department schedule: includes weekends and holidays.

WORKING CONDITIONS

Fast-paced environment. Employees are exposed to numerous animals (live and deceased), including those with uncertain dispositions. They are required to act in a safe and responsible manner.

PHS prohibits discrimination against or harassment of any person employed by or seeking employment with PHS because of race, creed, religion, color, or national origin or because of age, physical or mental disability, marital status, or sex when the reasonable demands of the position do not require an age, physical or mental disability, marital status, or sex distinction. Federal law requires proof of citizenship or "alien right-to-work" status.