



# pasadena humane society & spca

## **Health Staff RVT Full-Time, Non-Exempt**

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

**REPORTS TO:** Health Staff Manager

### **TYPICAL RESPONSIBILITIES**

- Assist in surgical preparation, induction, monitoring and post-surgical care of animals.
- Administer vaccinations and medications.
- Evaluate health of animals presented and report abnormal findings to Veterinarian.
- Collect laboratory samples from animals, including blood, stool and urine.
- Assist staff with cleaning of cages for cats, dogs, birds, rabbits, rodents, reptiles and other exotics.
- Humanely and safely restrain various sized animals.
- Assist Veterinarian with euthanasia of animals.
- Perform clear and accurate documentation of patient medical records.
- Assist in other appropriate duties as needed and as directed by Supervisor, Sr. Vice President and President/CEO.

### **SKILLS & QUALIFICATIONS**

- Working knowledge of spay and neuter procedures and techniques.
- Knowledge of basic animal care and nutrition needs.
- Recognize signs of rabies and other diseases/injuries in animals.
- Excellent critical thinking and problem solving skills.
- Must be able to react calmly in emergency and/or high-stress situations.
- Must be compassionate toward all animals.
- Must be thrive in a fast-paced environment.
- Have the ability to be mobile the entire shift, to include: standing for long periods of time, bending, reaching, stooping, squatting and kneeling.
- Able to lift at least 50 lbs. safely.
- Must be reliable, responsible, punctual, and detail oriented.
- Able to multi-task, take constructive criticism, and be a team player.
- At least two years of experience working with animals in a professional capacity.
- Graduation from High School or GED (proficiency certificate). Current RVT license in good standing. Must be 18 years old at the time of hire.



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## 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.
- Must participate in Mandatory All Staff Meeting every third Thursday of the month.

## WORK SCHEDULE

- Full time: must be able to work a variety of shifts, including days, nights, weekends and holidays.

## WORKING CONDITIONS

- Fast-paced environment. Exposure to numerous animals including those with uncertain dispositions.

## BENEFITS

Full-Time Employees: 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

Applicants who appear to be the highest qualified are contacted and invited to participate in the first phase of the selection process, which consists of a written examination. Applicants who succeed in the written examination are invited to an oral interview to further evaluate their 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 please.**