



pasadena humane society & spca

## **Veterinarian**

**FLSA Classification**  
**Full Time Exempt, Tier 3b**

**REPORTS TO:** Sr. Vice President  
**DIVISION:** Operations  
**DEPARTMENT:** Veterinary Health

### **JOB DESCRIPTION**

#### **SUMMARY/OBJECTIVE**

This position is responsible for medical care and spay or neuter surgeries provided to patients in the public, high volume spay/neuter clinic and public animal shelter in accordance with established policies and procedures.

**SUPERVISORY RESPONSIBILITIES:** None

#### **JOB DUTIES AND RESPONSIBILITIES**

- Must have respect and willingness to work with shelter and veterinary staff and to promote humane care, compassion, and treatment to all animals at all times.
- Must understand and practice “herd” health principles as well as individual animal care.
- Adhere to the highest ethical standards and provisions of veterinary practice in a safe, competent, professional, and humane manner upholding the veterinary code of ethics
- Must be able and willing to perform up to 30-50 sterilization surgeries for public or shelter dogs, cats and rabbits daily; or be willing to work/learn to achieve shelter specific goals.
- Needs to ensure protocol includes optimal flow of animals through the shelter.
- Perform other surgeries such as crypt orchids, hernia repairs, and shelter animal’s needs as appropriate. Manage progress on animals sent to outside veterinary hospitals.
- Must be willing to educate, perform exams, testing and treatment to owned animals at the PHS wellness clinic.
- Participate when requested in external public wellness clinics.
- Must perform physical examinations and diagnostic/medical procedures of shelter animals in a way that will deliver the highest quality of care while minimizing patient stress and discomfort and must be able to explain physical examination findings and communicate to the staff a diagnosis of the animal’s problems and must generate and present a treatment plan for animal as needed.
- Must be able and willing to develop and administer disease prevention for shelter and public animals which can encompass traditional medical practices such as vaccination, parasite control, testing’s and nutrition as well as stress reduction and management of



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population density. Work with the shelter and veterinary team to ensure the 5 freedoms for animals in shelter and clinic care.

- Perform emergency medical care as needed for shelter animals that are hit by car, part of animal abuse cases, and more.
- Serve as a resource to assist veterinary and shelter team with protocols for sanitary measures, feeding, disease prevention and general care and surgery. Assist with creating and writing Standard Operating Procedures (SOP).
- Assist with humane investigations with cases such as but not limited to examining animals, treating animals, writing statements and testifying in court.
- Answering questions and provide educational information using great customer service techniques to assist customers with pet ownership needs and to guide them to PHS programs, services and collateral
- Execute procedures in a competent, safe, and efficient manner.
- Maintain and provide proof of a current license to practice veterinary medicine in California.
- Must be willing to be the Managing License Holder with the Veterinary Medical Board.
- Maintain and provide controlled drug licenses.
- Maintain complete records in a computer system and controlled substance logs.
- Adhere to applicable state and federal laws governing the practice of veterinary medicine.
- Participate in and provide proof of continuing educational requirements.
- Maintain strict confidentiality on client, patient, and donor information.
- Work with management, and staff to ensure a smooth running facility and communicate process improvement ideas as appropriate.
- Ensure a positive, educational approach to customer service with a goal of educating the public and keeping animals in homes as appropriate. Promote positive relations with the general public, volunteers and staff while promoting the Society's programs, policies and philosophies. Address customer complaints.
- Uphold Pasadena Humane Society's mission and contribute to building a culture of philanthropy.
- Ensure 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, act as a liaison with other organizations and contractors/partners as needed. Make presentations and speak publically about PHS.
- Perform other duties as assigned.

## **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.



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- Must participate in All Staff Meeting every third Thursday of the month.
- Must be able to work independently with minimal supervision.
- Must have valid driver's license with a satisfactory driving record.

## **SKILLS AND QUALIFICATIONS**

- Doctor of Veterinary Medicine (DVM) or equivalent.
- Some shelter experience preferred.
- High volume spay/neuter experience preferred.
- Appropriate State Board of Veterinary Medical Examiners License; DEA License.
- Excellent communications skills; sense of humor helpful.
- Proficient in computer applications, including the shelter system, Microsoft suite and email.
- Strong sense of professional judgment and ability to maintain confidentiality.

## **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, including one mandatory weekend day 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.
- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms, climb or balance, stoop kneel, crouch, crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.



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The Pasadena Humane Society and SPCA is an Equal Opportunity Employer. It is our policy not to engage in discrimination against any individual, or harassment of any person seeking employment with our organization on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, genetic information or status as a covered veteran including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws. Federal law requires proof of citizenship or "alien right-to-work" status. PHS maintains a drug-free workplace and performs pre-employment substance abuse testing.