



pasadena humane society & spca

Health Staff RVT

FLSA Classification
Full Time, Non-Exempt

REPORTS TO: Director of Veterinary Health

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

- 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.
- 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, liaison with other organizations and contractors/partners as needed. Make presentations and speak publically on PHS.
- Perform other duties as assigned.



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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 be able to work independently with minimal supervision.
- Must have valid driver's license with a satisfactory driving record.

SKILLS AND 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, including standing for long periods of time, bending, reaching, stooping, squatting and kneeling.
- Must be reliable, responsible, punctual, and detail oriented.
- Able to multi-task, take constructive criticism, and be a team player.
- At least two years' experience working with animals in a professional capacity.
- Graduation from high school (or GED proficiency certificate).
- Current RVT license in good standing.
- Must be at least 18 years of age at the time of appointment.
- 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: includes weekends and holidays.



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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.

TO APPLY: Send your resume to careers@pasadenahumane.org.

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.