



pasadena humane society & spca

Spay/Neuter Surgeon (Part Time)

FLSA Classification
Part Time, Non Exempt

REPORTS TO: Chief Veterinarian

DIVISION: Operations

DEPARTMENT: Veterinary Health

JOB DESCRIPTION

SUMMARY/OBJECTIVE

This position is responsible for spay or neuter surgeries for public dogs and cats, shelter dogs/cats and rabbits and community cats through the TNR program 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.
- 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 25-30 sterilization surgeries for public or shelter dogs, cats and rabbits daily; or be willing to work/learn to achieve shelter specific goals.
- Perform other surgeries such as crypt orchids, hernia repairs, and shelter animal's needs as appropriate.
- Answering questions and provide educational information using great customer service techniques.
- Execute procedures in a competent, safe, and efficient manner.
- Maintain and provide proof of a current license to practice veterinary medicine in California.
- Maintain complete records in a computer system.
- 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



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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.
- Work as a team member with other departmental managers.
- 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.
- 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.
- High volume spay/neuter experience required.
- Appropriate State Board of Veterinary Medical Examiners License.
- Excellent communications skills; sense of humor helpful.
- Strong sense of professional judgment and ability to maintain confidentiality.

WORK SCHEDULE

- Must come to work regularly and on time.
- 2 days a week required (16 hours maximum) with ability to leave earlier if all patients are recovered and surgery is complete.

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



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include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

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.