



pasadena humane society & spca

Health Staff RVT

FSLA Classification

Full Time, Non-Exempt, Tier 6b

REPORTS TO: Director of Veterinary Health

DIVISION: Operations

DEPARTMENT: Veterinary Health

JOB DESCRIPTION

Summary/Objective

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

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.
- 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.

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.



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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, to include: standing for long periods of time, bending, reaching, stooping, squatting and kneeling.
- Able to lift at least 50lbs 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' 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.

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.

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.

TO APPLY:

Send resume along with a brief cover letter to hr@pasadenahumane.org

(please put the job title in the subject line of your email)

or by mail to Pasadena Humane Society & SPCA, ATTN: HR, 361 S. Raymond Ave, Pasadena CA 91105

or by fax to 626.765.4767.

No additional phone calls or e-mails please.

EXAMINATION:

Applicants who appear to be the highest qualified will be 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.

All positions listed are for employment at our Pasadena, California facility. All applicants must be 18 years of age