

# Peninsula Humane Society & SPCA

## Shelter Assistant

**Job Title:** Shelter Assistant  
**Department:** Veterinary Services  
**Reports To:** Manager, Veterinary Services  
**FLSA Status:** Non-Exempt, Part Time – 24 hours per week  
**Salary:** \$17.36 per hour  
*Excellent benefits Package Available*

**Summary:** To provide medical care as well as humane care and treatment to all sheltered animals in accordance with the policies and procedures established by PHS/SPCA. To ensure proper admitting, preparation, monitoring, recovery and discharge of animals in the spay/neuter clinic. Perform job duties within established protocols and procedures set by PHS/SPCA.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

Conduct assigned morning or evening rounds of all areas of the shelter to ensure the well being of all animals.

Prepare daily list of animals requiring vet exams.

Administer daily medical treatment to all sheltered animals as prescribed by staff veterinarians.

Perform health checks of animals before they are placed for adoption. Tasks include scanning for a microchip, placing an ID band, vaccination & deworming of animals, photographing and examining animals when necessary.

Assist Veterinarians with examination of shelter animals.

Assist Lost and Found by providing clients who have lost a pet a walkthrough of the shelter. Maintain Lost and Found paperwork.

Bring animals that are being returned to their owners to the Receiving Department.

Kennel animals being dropped off to the Receiving Department.

Check phone messages and log messages for Veterinary Assistants to return call.

Sort through items donated to the shelter and place them in the appropriate area.

Assist in the Spay & Neuter Clinic with the cleaning of the clinic and of surgical instruments; return animals to their kennels at the end of the day after they have had surgery.

Provide humane care and treatment of all sheltered animals.

Maintain a clean and sanitary work area in all work spaces.

Maintain department equipment in good working order. Report items for repair/replacement as needed to appropriate supervisory staff

Perform general office duties

Must have the ability to work on weekends as needed

**Supervisory Responsibilities:**

This job may supervise volunteers assisting with shelter treatments.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must also have a flexible schedule and available to work weekends and holidays, as needed.

Must possess a valid California Driver's License with a clean driving record.

**Education and/or Experience:**

High school diploma or general education degree (GED); or six months to one year related experience and/or training; or equivalent combination of education and experience.

**Language Skills:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, shelter medical records and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before members of the public, volunteers, or employees of organization. Good oral and written communication skills.

**Mathematical Skills:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Chameleon database software or become proficient within the probationary period (first six months from hire date). Basic knowledge, or become proficient with Microsoft Office and computer keyboarding skills, and data entry.

**Physical Demands:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and/or drive. The employee must frequently lift and/or move up to 50-75 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is routinely exposed to toxic or caustic chemicals; possible routine exposure to zoonotic diseases, aggressive and feral animals; routinely exposed to mechanical moving parts; outside weather conditions and risk of radiation. The noise level in the work environment is usually loud.

*We are an Equal Opportunity Employer and welcome a diverse pool of applicants.*  
EOE/M/F/D/V