



# Peninsula Humane Society & SPCA

## Veterinary Assistant

**FLSA Status:** Full Time, Non-Exempt; Non-Union  
**Salary:** \$20 - \$23 per hour, depending on experience

**Who We Are:** The Peninsula Humane Society & SPCA is a local, private non-profit organization dedicated to animal welfare and serving the San Mateo County area as an open admission shelter. It is our mission to build healthy relationships between people and animals. Our work means more than 5,500 lives saved each year. To learn more about us, visit [www.phs-sPCA.org](http://www.phs-sPCA.org).

**Who You Are:** Someone that truly believes in animal welfare and is ready to make an impact in lives of sheltered animals by providing medical care as well as humane care and treatment. You will be comfortable to ensure proper admitting, monitoring, recovery, and discharge of animals in the spay/neuter clinic.

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

- Conduct assigned morning and 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.
- Assist veterinarian in examination and treatment of animals.
- Assist veterinarian with emergency medical treatment as necessary.
- Perform health checks of animals before they are placed for adoption.
- Participate in the Screening Room/Receiving area activities including; scanning, banding, vaccinating and examining animals when necessary.
- Assist in lab work and radiology requirements of shelter animals.
- Assist with the training and supervision of vet department volunteers.

- Must become familiar with proper processing of animals through the shelter, and the corresponding.
- Provide humane care and treatment of all sheltered animals.
- Certified in euthanasia within probationary period.
- Euthanize and/or assist with euthanasia of animals as needed in accordance with PHS/SPCA policies and procedures.
- Receive animals into the shelter and obtain thorough and complete information regarding the animal's history.
- Responsible for educating the public at the time of animal intake.
- Maintain a clean and sanitary work area in all work spaces.

#### Spay/Neuter Clinic

- Restrain dogs and cats for pre-surgical injections and IV inducing
- Responsible for surgical preparation of patients including, sterilization, and administration of pre-surgical injections
- Perform admitting and discharge duties for public and shelter animals
- Assist with emergency medical practices as necessary
- Maintain proper paperwork and medical records as required by law
- Monitor animals under anesthesia
- Maintain department equipment in good working order. Report items for repair/replacement as needed to appropriate supervisory staff
- Perform general office duties
- Must have a flexible schedule and the ability to work on weekends and/or holidays as needed

#### **Supervisory Responsibilities:**

This job may supervise volunteers within the spay/neuter clinic area.

**Qualifications:**

Must also have a flexible schedule and available to work weekends and holidays, as needed. The individual must also possess the ability to manage the emotional aspect of end-of-life services and humane euthanasia, and support staff in high-emotion circumstances. Upon hire, the individual must successfully pass a background check. Must be fully vaccinated against Covid-19 and able to show COVID Vaccination Card as proof of vaccination.

***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.

**Excellent Benefits Package Available**

- Medical /Dental /Vision/Life/ Flex Spending
- Sick, Vacation and Holiday pay
- Employee Assistance Plan
- Retirement plan & employer matching

**Available to all employees with pets:**

- Free vaccines, spay/neuter, microchipping, and two pet adoptions
- Discounted euthanasia services/cremation, bloodwork, urinalysis, prescription food, and discounts at our retail stores.

For more information about our available job opportunities and how to apply, please visit our website at [www.peninsulahumanesociety.org/careers](http://www.peninsulahumanesociety.org/careers)

*The Peninsula Humane Society & SPCA is an equal opportunity employer. We consider applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status. EOE/M/F/D/V/SO*