

# Peninsula Humane Society & SPCA

## Registered Veterinary Technician

### In-House & Spay/Neuter Clinic

**Job Title:** Registered Veterinary Technician  
**Department:** Veterinary Services & Spay/Neuter Clinic  
**FLSA Status:** Non-Exempt; Part Time (24-30 hours per week)  
**Salary:** \$25.00-\$35.00/hour depending on experience;  
**Plus Sign-on Bonus (\$2,500 - \$5,000 DOE)**

*Excellent benefits package available*

**Summary:** To ensure that all animals in the clinic receive a thorough health evaluation and proper vaccinations. To implement protocols, procedures, medical evaluations and treatment of animals as set by PHS/SPCA. To accurately calculate and draw controlled substances for all animals in the clinic. To induce and maintain animals under anesthesia.

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

Perform physical exams.

Restrain animals for exams and/or treatment.

Perform inventory and stock and re-stock supplies.

Create list of patients for veterinary exam and other procedures.

Perform laboratory procedures including the use of a microscope, blood and dental machines.

Initiation of emergency medical practices as necessary.

Calculate and prepare medications for patients.

Induce and maintain animals under anesthesia. Ensure that all animals are monitored while under anesthesia. Assist veterinarian during surgery.

Ensure that each animal receives the proper vaccinations.

Provide humane care and treatment of all sheltered animals.

Perform admitting and discharge duties for public and shelter animals.

Calculate and draw pre-anesthetic/anesthetic drugs prior to surgery.

Maintain controlled substances log for Spay & Neuter and In-House Clinic.

Responsible for the surgical preparation of patients, including sterilization, administration of pre-surgical injections.

Assist the Veterinarians at PHS/SPCA in surgery or as needed.

Maintain proper paperwork and medical records as required by law.

Maintain department equipment in good working order. Report items for repair/replacement as needed to management as necessary.

Euthanize and/or assist with euthanasia of animals as needed in accordance with PHS/SPCA policies and procedures.

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

### **Supervisory Responsibilities:**

This position may supervise volunteers.

### **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. 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, must pass a background check. Upon hire, 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 one year related experience and/or training; or equivalent combination of education and experience.
- *Registered Veterinary Technician certification from an accredited program is required.*

### **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.

### **Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to work well under pressure in emergency situations, 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.

**Certificates, Licenses, Registrations**

*Registered Veterinary Technician License*

**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; use hands to grab, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to sit. The employee must frequently lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**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; 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.

No nights, weekends, or holidays. Must be available 3 days per week.

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