

# Peninsula Humane Society & SPCA

## Spay/Neuter Clinic & RVT Supervisor

**Job Title:** Spay/Neuter Clinic & RVT Supervisor  
**Department:** Veterinary Services & Spay/Neuter Clinic  
**FLSA Status:** Non-Exempt/Full Time  
**Salary:** \$43.27 - \$45.67/hour depending on experience;  
**Plus \$7,500 Sign-on Bonus**

*Excellent benefits package available.*

**Summary:** Provides daily supervision and hands-on support for the Registered Veterinary Technicians. Supervises and directs the day-to-day operation of the Spay/Neuter Clinic. Acts as primary supervisor of the Spay & Neuter Clinic, ensuring the clinic runs efficiently and all assigned surgeries and duties are performed on a daily basis. Actively participates in the daily responsibilities of the Spay & Neuter Clinic including performing Registered Veterinary Technician duties.

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

Ensures that all animals in the clinic receive a thorough health evaluation and proper vaccinations.

Implements protocols, procedures, medical evaluations and treatment of animals as set by PHS/SPCA.

Creates monthly schedule for the RVT's including training and vacation. Always ensures adequate staffing levels.

Creates and assigns daily work assignments for all department RVTs.

Oversees and participates in the training of new RVTs, including proper cleaning and feeding procedures, animal handling, euthanasia, surgical preparation, screening, health checks, medical and technical duties, monitoring, recovery and customer service.

Partners with the department manager, director and divisional vice president to address operational, customer service or employment issues.

Coordinates the surgeries and duties of the Clinic each day and direct staff so that time is used efficiently.

Performs initial physical exams on clients' animals.

Restrains animals for exams and/or treatment.

Calculates and prepares medications for patients.

Induces and maintains animals under anesthesia. Ensure that all animals are monitored while under anesthesia. Assist veterinarian during surgery.

Performs admitting and discharge duties for public and shelter animals.

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

Maintains controlled substances log for Spay & Neuter Clinic.

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

Assists the Veterinarians in surgery or as needed.

Maintains proper paperwork and medical records as required by law.

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

Performs inventory and ensure supplies are stocked as appropriate.

Performs laboratory procedures including the use of a microscope, and blood and dental machines, if necessary, on animals in the S/N Clinic as well as those housed in the shelter.

Initiation of emergency medical practices as necessary.

Provides humane care and treatment of all sheltered animals.

Euthanizes and/or assists with euthanasia of animals as needed in accordance with PHS/SPCA policies and procedures. Euthanasia limited to those animals in the Clinic that may be euthanized under anesthesia due to unforeseen medical conditions.

Maintains a clean and sanitary work area in all workspaces. Ensures that work areas are cleaned appropriately and in a timely manner each day.

Assumes responsibility for the Clinic HQ Clinic software and any updates for the program.

Initial point of contact for client complaints and concerns

Provides care and medical treatments for animals housed at the shelter as time permits and when the Clinic is closed. Assists shelter veterinarians as needed.

### **Supervisory Responsibilities:**

In consultation with the department manager, coaches, counsels and takes corrective action with employees as needed. This position will supervise Registered Veterinary Technicians as well as Veterinary Assistants & volunteers in the Spay & Neuter Clinic. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

### **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. Must be organized and able to direct other staff.

### **Education and/or Experience:**

High school diploma or general education degree (GED); 3-5 years' experience as an RVT required. Previous supervisory experience of a fast paced and/or high-volume clinic preferred.

### **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:**

Knowledge of Clinic HQ and the Chameleon database software or become proficient within the probationary period (first six months from hire date). Basic knowledge, or become proficient with Microsoft Office Suite and computer keyboarding skills, and data entry.

### **Certificates, Licenses, Registrations**

Registered Veterinary Technician certification/license from an accredited program is required.

### **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. This position has flexible start times, as approved by the manager.

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