



Society for the Prevention
of Cruelty to Animals
Los Angeles, since 1877

Registered Veterinary Technicians and Veterinary Assistants Job Announcement

Primary Function: Under the supervision of the Director of Veterinary Services, cares for and treats animals under specialized veterinary care and maintains veterinary department records, area, and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Prevent disease and infection through the proper administration of health examinations, vaccinations, diets and daily treatment and observation of the animals.
- Observe animals in our care for signs of illness or injury and report these to Veterinarian, and/or treat per agency protocols and acceptable industry practices.
- Segregate and isolate animals as necessary to prevent the spread of disease and infection.
- Prepare animals for treatment or surgery and assist veterinarian during treatment or surgery.
- Administer medications and/or treatment to animals as directed by the Director of Veterinary Services.
- Provide food and water and monitor intake for animals under specialized veterinary care as directed by supervisor and as required by department protocol.
- Clean and disinfect animal enclosures under specialized veterinary care as directed by supervisor and as required by department protocol.
- Clean and maintain all Veterinary department areas and equipment to ensure a sanitized and safe environment for staff and our animals.
- Euthanize animals.
- Record information on charts and in the database in an accurate and timely manner.
- Provide accurate and friendly service to the public and clients when advising them of the health of the animals or answering general questions.
- May maintain inventory of medications and supplies as required ensuring required amount of supplies are on hand and available. May order medication through appropriate vendors and processes invoices as required with the finance department.
- Observe the proper care and handling of animals is maintained by all staff to prevent the spread of infection and disease.
- May schedule and teach a bi-monthly foster parenting class to potential foster volunteers and assist in the administration of all aspects the foster program.
- May assist field staff during rescues, cruelty investigations or disasters.
- Assist at community vaccination events and other outreach events.
- Perform other duties, as necessary, to improve the functioning of the Veterinary Services Department and the Society as a whole.

JOB RELATED AND ESSENTIAL QUALIFICATIONS:

Ability to:

- Obtain and maintain licenses and/or permits required by state law and the agency
- Detect symptoms of sickness in animals
- Regularly monitor the animals for continued health
- Work with and restrain animals of all sizes
- Work well and communicate effectively with the public, fellow employees and volunteers
- Execute projects with little or no supervision
- Express ideas effectively orally and in writing
- Interpret a variety of instructions furnished in written, oral, diagram or schedule form
- Perform the job in professional manner and work efficiently under pressure. Show maturity and good judgment.
- Adapt to different support needs created by varying work styles.
- Successfully complete all training courses mandated by state law and the agency

- Work at one or all agency facilities, depending on the needs of the agency
- Work irregular hours, shifts, weekends, holidays and stand by

KNOWLEDGE OF:

- Medications commonly used in veterinary care, and their proper use and dosage
- Symptoms of common diseases of dogs and cats
- Proper methods of safely handling and restraining a wide variety of animals
- Animal Husbandry, breeds and nutritional needs
- Proper usage of common equipment used in veterinary practice
- Various species of animals including exotic species
- Various kinds of animal behavior
- Federal food and Drug Act covering legend or prescription drugs
- California Veterinary Practice Act

Experience & Training:

RVT

- Must possess a valid license (certification) as a Registered Veterinary Technician in the State of California.
- 2 years practical experience as an RVT
- Shelter experience preferred

Vet Assistant

- Applicants must hold or have applied for the Veterinary Assistant Controlled Permit (VACSP) prior to employment and receive permit within 60 days of employment. Link for the VACSP information http://vmb.ca.gov/about_us/vacsp_info.shtml
- 3 years practical experience as a Veterinary Assistant
- Shelter experience preferred

Physical Demands:

- Ability to lift 50 – 75 lbs. on a regular basis
- Extensive direct handling, carrying and restraining of animals, both large and small and carrying of supplies and equipment
- Extensive stooping, bending and carrying
- Manual dexterity sufficient for handwritten documents
- Must be able to tolerate loud animal noises and odors for extended periods of time
- Endurance sufficient for standing and walking during entire shift
- Occasional running to apprehend loose animals evading capture

Working Conditions:

- Dealing with possible unruly, vicious and dangerous animals and impounding the same safely and humanely
- Possible exposure to hostile and over emotional public
- Heavy and fast paced workload; strenuous physical activity
- Possible exposure to parasites and infectious diseases

Salary Range: Positions are non-exempt part time

Registered Veterinary Technicians \$19 - \$23/hr
Veterinary Assistants \$12 - \$16/hour.

Application Procedure:

Qualified candidates, please email resume to jobs@spcaLA.com.

Employment Location: Positions work out of both our Hawthorne & Long Beach Pet Adoption Centers.