



Position: Pasado Safe Haven King County Spay Station Veterinary Assistant
Reports to: The Spay Station Veterinary Technician for all “on board” direction. Director of Homelessness Prevention Initiatives for all other.
P/T time Temporary: 10-12 hour shift 1-2 times a week on Thursday, Friday or Saturday (primarily Fridays)

Assist in the daily coordination of client pets on-board The Spay Station. Vet Assistant assist the LVT and Veterinarian with prepping animals for surgery and post-op care. Primary focus is on in-take, discharge, data entry and transporting vehicle to each location.

- Promotes humane care and safe surgeries.
- Perform cleaning duties with other Spay Station staff using proper sanitation protocols.
- Assist VA with data entry tasks.
- Assist with daily deposits
- Assist with bi-monthly inventories.
- Client data entry
- Drive Vehicle to and from scheduled locations.
- Assists LVT and VA with general client care such as ...
 - Shaving/prepping animals for surgery
 - Pull and administer appropriate vaccinations and/or microchips and other medications as directed.
 - Monitor animals post-op to insure safe recovery's
- Promote the humane care and treatment of animals at all times
- Maintain strict confidentiality of client, patient, and donor information
- Understand all facets of the daily operation of The Spay Station
- Responsible for driving the Spay Station as needed as a backup.
- Be respectful of co-workers, clients, volunteers, and patients in a professional manner.

Minimum Qualifications:

- **Education:** veterinary assistant training/experience a must.
- **Experience:** Must have experience handling animals.
- **Must have valid Washington driver's license and clean driving record.**
- **People Skills:** Exceptional people management and communication skills; must be able to work effectively and compassionately with all personality types from all walks of life; must convey positive, upbeat, and engaging attitude; must demonstrate calming influence during stressful situations. Must demonstrate professional demeanor.
- **Other requirements:** Applicants must have the ability to work in a close quarter and intensive environment of high-volume spay/neuter surgeries. Must have passion for spay/neuter efforts and relentlessly promote the cause. Must be driven to meet/exceed goals. Must be a self-starter, able to prioritize effectively, possess exceptional organizational skills. Ability to work at locations that change each week in King County; and the ability to lift 40 lbs. No animal allergies.

Animal requirements:

- Must have passion and conviction for animal welfare and compassion for all animals, with the drive and devotion to end pet over-population and the over-crowding in area shelters.

Compensation: \$15.00/hour

NOTE: This is a grant funded position and therefore considered “temporary”.

Physical Requirements (please initial each item listed, indicating you are able to perform this duty)

- _____ I am able to lift at least 40 pounds.
 - _____ I am able to be on my feet for long periods of time.
 - _____ I will use caution and good common sense around all animals.
 - _____ I agree to wear protective gear as needed.
 - _____ I understand that this position requires me to be around many types of animals. I do not have allergies that are stated above that will affect my health and/or ability to perform my job duties as stated.
 - _____ I agree to follow all safety protocols set by Pasado's Safe Haven while working with equipment and animals.
- I acknowledge that I have received a copy, read, understand, and will comply with my job responsibilities as stated above. I understand that if I fail to perform my job duties, I am choosing to leave my position with Pasado's Safe Haven.

Signature

Date

Please send cv and resume' to **Darcy Jones** at Darcyj@pasadosafehaven.org