Position: Healing Barn & Clinical Care Manager  
Reports to: Sanctuary Director

This position is responsible for managing all operations for Pasado’s Safe Haven’s “Healing Barn” and ensuring appropriate medical care for the animals living at our sanctuary (small and farmed animals).

Responsibilities include, but are not limited to:

- Manage all aspects of clinic operations, including manage Healing Barn Caregiver (working closely with Animal Caregiver Supervisor)
- Be available to assist or consult for medical emergencies for Pasado’s 200+ animal residents
- Schedule exams and surgeries for both onsite and off site vets. Serve as liaison between all vets (on and off-site) and staff.
- Share in emergency transport responsibilities with Caregiver team.
- Prepare clinic and surgical room for daily scheduled exams and surgeries; Assist veterinarians with surgeries
- Effectively communicate with Animal Caregiver leads to coordinate appropriate veterinary recommended medical care.
- Support Pasado’s teams by attending meetings relevant to Sanctuary Program or those where clinic care input is requested
- Work with intake team to coordinate intakes for new residents providing information on ISO space as well as medical capabilities
- Support adoptions process and provide exit exam scheduling and discharge notes

Healing Barn:

- Ensure meds are properly labeled and appropriate supply is on hand
- Contribute to the continuous improvement of vet clinic and ISO unit protocols for the sanctuary; ensuring all existing protocols are enforced; assure appropriate sanitary conditions in “Ruth’s” Healing Barn including the clinic, surgical room and ISO units
- Order all necessary supplies in a timely and cost-effective manner; drugs, vaccines, flea meds, micro-chips, tags, syringes, etc.; Assure there is always an emergency kit available including sub Q, needles, syringes, or any other necessary emergency care items.
- Perform clinic inventory in timely and accurate manner
- Maintain accurate, comprehensive medical records for every animal coming into and leaving the sanctuary
- Manage employee “at cost” vet care program while maintaining sanctuary animal care standards
- Provide training to Caregiver staff for appropriate procedures
- Provide humane euthanasia when necessary
- Ensure all medical equipment is clean, serviced regularly and in excellent condition
- Coordinate clinic use with Snohomish County Spay Clinic up to two days per month

Required Skills/Qualifications

- Licensed Veterinary Technician preferred or experienced Veterinary Assistant in the State of
Washington
  o Must have experience working at an animal sanctuary or related organization
  o Must have Veterinary Medication Clerk certificate
  o Must have Certified Euthanasia Technician certificate (or willing to obtain)

The best candidate will be:
  o Passionate about animal welfare/rescue
  o Optimistic and solution-oriented
  o Able to maintain a positive, professional attitude in challenging situations
  o Organized and detail-oriented
  o Able to work successfully with a variety of different skill sets and personalities
  o A proactive communicator who is comfortable setting and maintaining high standards
  o Respectful, compassionate and patient with animals, volunteers and co-workers
  o Able to successfully prioritize and manage multiple projects/tasks simultaneously

Employee Benefits:
  • Medical, dental, and vision, (employees contribute a percentage)
  • PTO accrued according to schedule
  • “At cost” veterinary care

Employment:
  • Full-time

Please send resume and cover letter to stephaniep@pasadosafehaven.org