



**Position:** Pasado's Safe Haven Pierce County Spay Station Full-Time Vet Assistant  
**Reports to:** Spay Station Manager, Veterinarian and Vet Tech  
**Position Type:** Temporary, Hourly- Full Time  
**Starting Wage:** \$15.00

The Veterinary Assistant works in tandem with the Veterinary Technician, part-time Vet Assistant and Veterinarian to assure quality care of cats and dogs from intake to discharge. Responsible for daily coordination of clients on-board The Spay Station including patient intake, data entry, client communication, and staff assistance.

- Responsible for driving the Spay Station each day of operation.
- Meet clients daily for patient intake at 6:45am.
- Assures all client data is entered correctly and clients are charged correctly.
- Assures printed materials are prepared for clients
- Provides humane care and assists with safe surgeries.
- Monitors inventory of meds and supplies.
- Responsible for all client communications while pet is on board the station.
- Assist with daily deposits; monitor petty cash; submit reports to The Spay Station Manager.
- Responsible for keeping work area organized, tidy and clutter free.
- Assists Licensed Veterinary Technician with bi-monthly inventory.
- Report any maintenance problems immediately to Spay Station Manager.
- Promote the humane care and treatment of animals at all times
- Maintain strict confidentiality on client, patient, and donor information
- Understand all facets of the daily operation of The Spay Station
- Be respectful of co-workers, clients, volunteers, and patients in a professional manner.

**Minimum Qualifications:**

- **Education:** veterinary assistant experience.
- **Experience:** Must have proven track record with at least five years experience in animal care or related field. Experience with MS Office and Word, excel, and Outlook.
- **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 appearance and demeanor.
- **Other requirements:** 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, excellent written and oral communication skills, and be able to write legibly. Attention to detail a must. Ability to work at locations that change daily in Pierce County; and the ability to lift 50 lbs. Must have valid WA State driver's license. 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.

**Employment:**

- **Hours of work:** Full time position Tuesday-Thursday and alternating Fridays/Saturdays. Early mornings.

To apply, send your cover letter and resume to [DarcyJ@PasadosafeHaven.org](mailto:DarcyJ@PasadosafeHaven.org)  
For more information you can email the address above or call 206-300-7217.