



Position: Sanctuary Clinical Care Manager
Location: Monroe, WA
Classification: Regular Full-time (Exempt)
Reports to: Sanctuary Director

At Pasado's Safe Haven, we envision a world where every animal is recognized as an individual with the right to live free from abuse, abandonment, neglect, and exploitation. We pioneer best practices in education and activism, and our commitment to justice in human-animal relationships drives work that is focused on the most vulnerable animals among us – victims of cruelty and neglect, pets of low income families lacking access to critical services, and those whose very survival depends upon social and/or legislative change. We are raising the bar on an entire system.

Pasado's Safe Haven adheres to and exceeds sector best practices and enjoys the highest accreditation from the Global Federation of Animal Sanctuaries, Guide Star and Charity Navigator. Pasado's Safe Haven (PSH) is seeking an experienced Clinical Care Manager (CCM) to join our dynamic team.

The CCM is responsible for oversight of the daily operations of PSH's on-site animal care clinic and facilitating appropriate medical care for the dogs, cats, birds and other farmed animals living at the sanctuary. The CCM works closely with the Sanctuary Director and contract veterinarians to ensure that the clinic is operated efficiently and that all resident animals receive the best possible care. Primary responsibilities include, but are not limited to the following:

General Responsibilities:

- Manage all aspects of clinic operations;
- Have the flexibility of schedule to assist or consult for medical emergencies for Pasado's 200+ animal residents;
- Schedule exams and surgeries for both onsite and offsite vets and serve as liaison between all vets and staff;
- Share in emergency transport responsibilities with Caregiver team;
- Effectively communicate with lead animal caregivers to coordinate appropriate veterinary recommended medical care;
- Support PSH's teams by attending meetings relevant to Sanctuary Program or those where clinic care input is requested;
- Work with the intake team to coordinate intakes for new residents, providing information on ISO space as well as medical capabilities;
- Support adoptions processes and provide exit exam scheduling and discharge notes;
- Support all PSH programs by providing any needed medical information for media, fundraising, etc.
- Perform periodic physical inventory counts 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;

- Work with the Finance & Administration department to ensure that all medical supply purchases are properly coded and approved in a timely manner;
- Perform research and recommendations on new protocols and processes as needed;
- Maintain good working relationships with established vendors and provide quotes and recommendations on new vendors as needed.

Clinic (Healing Barn) Responsibilities:

- Prepare clinic and surgical room for daily scheduled exams and surgeries; Assist veterinarians with surgeries;
- Ensure medications 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; ensuring appropriate sanitary conditions are maintained including the clinic, surgical room and ISO units;
- Manage clinic inventory, ordering all necessary supplies in a timely and cost-effective manner (e.g. drugs, vaccines, flea meds, micro-chips, tags, syringes, etc.); ensure there is always an emergency kit available including sub Q, needles, syringes, or any other necessary emergency care items;
- Provide humane euthanasia when necessary;
- Ensure all medical equipment is clean, serviced regularly and maintained in an excellent condition;
- Coordinate clinic use with Snohomish County Spay Clinic up to two days per month.

Required Skills/Qualifications

- **Licensed Veterinary Technician strongly preferred** or experienced Veterinary Assistant in the State of Washington (minimum of 3 years);
- Must have experience working at an animal sanctuary or similar organization charged with the regular care of animals;
- **Must have Veterinary Medication Clerk certificate** (*or be able to obtain immediately upon hire*);
- **Must have Certified Euthanasia Technician certificate** (*or be able to obtain immediately upon hire*).

The best candidate will:

- Be passionate about animal welfare and rescue;
- Be a solution-oriented problem solver;
- Be able to maintain a positive, professional attitude in challenging situations;
- Have excellent organization skills and be a detail-oriented self-starter;
- Work successfully with a variety of different skill sets and personalities;
- Be a proactive communicator who is comfortable setting and maintaining high standards;
- Be respectful, compassionate and patient with animals, volunteers and co-workers;
- Be able to successfully prioritize and manage multiple projects/tasks simultaneously.

Employee Benefits:

- Pay commensurate based on experience and certifications
- This is a 40 hour per week (M-F) position
- Medical, dental, and vision insurance (*employees contribute a percentage*)
- 401(K) participation (*no matching at the present time*)
- PTO accrued according to schedule (12 days – year 1)
- “At cost” veterinary care when possible
- Bring your dog to work (requires prior approval)

Please send resume and cover letter (*including salary requirements*) to:
humanresources@pasadosafehaven.org

Only candidates selected for consideration will be contacted.