



Position: Spay/Neuter Veterinary Assistant
Classification: Regular Part-time (Non-Exempt)
Location: Varying locations within King County (Mobile spay/neuter clinic)
Reports to: Spay/Neuter Manager and supervised by Veterinarian Technician

FUNCTION: The Veterinary Assistant works in tandem with the Veterinary Technician and Veterinarian to ensure quality care of cats and dogs from intake to discharge. Responsible for daily coordination of clients on-board the mobile Spay Station including patient intake, data entry, client communication, and staff assistance. Duties include, but are not limited to:

- Responsible for driving the Spay Station to scheduled location each day of operation.
- Meet clients daily for patient intake at 6:45am.
- Ensure all client data is entered correctly and clients are charged for services correctly.
- Ensure printed materials are prepared for clients.
- Provide humane care and assists with safe surgeries.
- Monitor inventory of medications 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/Neuter Manager.
- Responsible for keeping work area organized and clutter free.
- Assist Licensed Veterinary Technician with periodic inventory counts.
- Report any maintenance problems immediately to Spay/Neuter 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 clinic.
- Be respectful of co-workers and treat clients, volunteers, and patients in a professional manner.

Minimum Qualifications:

- **Education:** Veterinary assistant training/experience required.
- **Experience:** Must have a proven track record with at least one year of experience in animal care or related field. Experience with MS Office Word, Excel and Outlook.
- **Must have a valid Washington driver's license, clean driving record and be comfortable driving large vehicles.**

Other requirements:

- 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.
- 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; excellent written and oral communication skills and be able to write legibly. Attention to detail a must.
- Must have the ability to work at varying locations within King county
- Must have the ability to lift 40lbs.
- 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.

Schedule: 10-12 hour shift, 1-2 days per week (usually every Friday and occasional Saturday) – early morning start time.

TO APPLY FOR THIS POSITION, PLEASE EMAIL YOUR RESUME AND COVER LETTER TO:
Humanresources@pasadosafehaven.org.