



**Position:** Spay/Neuter Veterinary Assistant  
**Classification:** Regular Part-time (Non-Exempt)  
**Location:** Monroe, WA  
**Reports to:** Spay/Neuter Manager and supervised by Veterinarian Technician

**FUNCTION:** Assist in the daily coordination of client pets transported to the Sanctuary Clinic for Spay/Neuter Surgery. Vet Assistant assists the LVT and Veterinarian with prepping animals for surgery and post-op care. Primary focus is on in-take and/or discharge, recovery and transporting animals. Duties include, but are not limited to:

- Perform cleaning duties with other clinic staff using proper sanitation protocols.
- Assist with data entry tasks as needed.
- Drive transport vehicle to and from scheduled pick-up/drop-off location.
- Assists LVT 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 ensure safe recovery.
- 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 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 experience handling animals.
- **Must have a valid Washington driver's license and clean driving record.**

**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 an 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.
- 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:**

- **Hours of work:** 8-10 hour shift, 1-2 Saturdays each month.

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