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14717 Aurora Ave N.  
Shoreline WA 98133

## **Job Title: Veterinary Assistant**

**Reports to: Veterinary Care Manager**

**Part Time: 16-20 hours / week**

**Closing Date:** Position is open until filled. Priority will be given to applications received by 11/30

**Pay Range:** \$15-\$18/hour

Seattle Area Feline Rescue is a small, high volume, non-profit cat rescue in Shoreline. We are seeking a competent and caring Veterinary Assistant to join our team. The Veterinary Assistant is a part time position for a dedicated veterinary medical professional with an interest in shelter medicine. The Veterinary Assistant supports the Veterinary Care Manager and is responsible for medical care of SAFE Rescue cats and kittens and management of the medical program on the Veterinary Care Manager's days off.

### **Duties and responsibilities**

#### **Intake**

- Perform intake exams when cats arrive at the Rescue.

#### **Veterinary Consultation**

- Work with consulting/partner veterinarians in a collaborative manner.
- Perform regular exams, blood draws, testing, and treatment as needed.
- Collaborate with LVT regarding when cats need to be seen by a veterinarian and arrange for veterinary appointments.

#### **Foster Support**

- Support foster volunteers with medical questions, concerns, or emergencies in a friendly and professional manner.
- Conduct update checkups for cats in foster care.

#### **General medical care and supervision**

- Communicate with Cat Care Leads on dietary, medical and behavioral needs of in-house cats.
- Follow medication protocols and dosage (with support from LVT when needed).
- Keep all medical records current and chart in-house cats daily.
- Ensure all animals are current on vaccines and required medications.
- Maintain a clean and sanitary work space; and communicate with others to ensure appropriate standards of care in compliance with established policies and procedures.

#### **Spay and Neuter Clinic Coordination**

- Provide pre and post-op care for spay / neuter surgery (currently performed offsite).
- Transport cats to and from vet clinic when a transport volunteer isn't available.
- Communicate supply levels to Veterinary Care Manager.

#### **Ringworm Program Management**

- Support Ringworm Program - perform testing and treatment for cats with Ringworm.
- Care for cats in Ringworm Isolation area when volunteers are not available.

#### **Adoption Center Support**

- Communicate medical needs to adoption counselors.
- Determine when cats are medically cleared for adoption.
- Support Adoption Center by answering medical questions of potential adopters.
- Provide medically oriented post adoption support when needed.

### **Knowledge, Skills & Abilities**

The ideal candidate for this position will have a passion for saving cats and experience meeting their medical needs in a shelter environment. They will be able to work independently, and with a team, and will be understanding and supportive of volunteers and fosters.

- Minimum 1 year experience as a Vet Assistant in a veterinary clinic, shelter, or rescue setting.
- Able to handle shy, injured, and semi-feral cats safely

- Comfortable performing feline exams, giving fluids & injections and medications
- Proficient computer skills in Windows and gsuite environment
- Excellent interpersonal skills and ability to work in a team environment
- Able to communicate effectively orally and in writing
- Able to handle multiple tasks at once in a fast-paced environment

### **Preferred Education, Skills, & Experience**

- LVT Certification
- Understanding of shelter medicine

### **Working conditions**

- Due to nature of shelter work, employees may be exposed to deceased, fractious, or aggressive animals; hostile or irate persons; parasites, zoonotic or other diseases; unpleasant noises, odors, or sights; disinfectants and chemicals; and extreme temperatures.
- The position involves direct contact with cats, humans, computers and a variety of cat-related products.
- Work various shifts, including holidays, evenings, and weekends. Schedule will include two full days and possibly one partial day.

### **Physical requirements**

- Be able to stand for extended periods, walk, sit, see, talk and hear, stoop, bend, squat, kneel, grasp grip, put fingers together firmly and reach above and below shoulder level and lift.
- Be able to push or pull 30 pounds for lifting food and animal care supplies.
- Be able to handle cats, cat food, cat litter, and medications used in feline medicine.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Employee Benefits**

- Paid sick and vacation time
- Pet supplies available to purchase at cost
- Option to purchase Colonial Life supplemental insurance

### **To Apply:**

Send resume and cover letter to [jobs@seattleareafeline rescue.org](mailto:jobs@seattleareafeline rescue.org) or apply directly through our posting on Indeed: <https://www.indeed.com/cmp/Seattle-Area-Feline-Rescue/jobs>. Priority will be given to applications received by 11/30.

#### *About SAFe Rescue*

***Seattle Area Feline Rescue takes in homeless cats and kittens, gives them the care they need to recover, and finds them loving homes. Over 1,600 felines, including seniors and special needs cats, find homes here each year as people in search of new friends visit our welcoming storefront Adoption Center. An extensive network of community volunteers and foster families helps the rescue carry out its mission to save more lives. Seattle Area Feline Rescue provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal state and local laws.***