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14717 Aurora Ave N.  
Shoreline WA 98133

**Job Title: Veterinary Care Manager**

**Reports to: Executive Director**

**Job Type: Full Time, Salaried.**

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

**Pay Range:** \$34,000-\$42,000 annually

Seattle Area Feline Rescue is a small, high volume, non-profit cat rescue in Shoreline. We are seeking an experienced and caring Veterinary Care Manager to join our team. This is a full time, salaried position for a dedicated veterinary medical professional with experience in shelter medicine. The Veterinary Care Manager is responsible for all medical care of SAFE Rescue cats and kittens and management of the medical program. This position supervises 2-3 part time staff members.

**Duties and responsibilities**

**Intake**

- Collaborate with Operations Manager on Intake
- Perform intake exams when cats arrive at the Rescue

**Veterinary Consultation**

- Determine when cats need to be seen by a veterinarian and arrange for veterinary appointments
- Maintain veterinary partnership relationships and work with consulting veterinarians in a collaborative manner.
- Determine medication protocols and dosage (with support from DVM when needed)
- Transport cats to and from vet clinic when a transport volunteer isn't available

**Foster Support**

- Schedule foster appointments for updates (weight and vaccine checkups).
- Support foster volunteers with medical questions, concerns, or emergencies in a friendly and professional manner

**General medical care and supervision**

- Keep all medical records current and chart in-house cats daily
- Perform regular exams, blood draws, testing, and treatment as needed
- Advise on sanitation protocols to reduce disease transmission
- Maintain a clean and sanitary work space; and communicate with others to ensure appropriate standards of care in compliance with established policies and procedures.
- Collaborate with Operations Manager on enclosure set up, feeding, and other environment or care concerns that impact feline health.
- Ensure all animals are current on vaccines and required medications
- Determine when cats are medically cleared for adoption
- Order medical supplies (or communicate supply levels)
- Communicate with Cat Care Leads on dietary, medical and behavioral needs of in-house cats
- Collaborate with staff and volunteers on projects that require medical input.
- Supervise and support Medical program staff members.

**Spay and Neuter Clinic Coordination**

- Schedule weekly spay/neuter clinic appointments and coordinate with foster volunteers to drop off and pick up cats for spay / neuter appointments
- Provide pre and post-op care for spay/neuter surgery (currently performed offsite)

**Ringworm Program Management**

- Manage Ringworm Program - supervise testing and treatment protocols and provide direct care for cats with Ringworm.
- Approve volunteers to be trained for isolation and other medically focused volunteer roles.
- Coordinate with Volunteer Manager on training and supervision of those volunteers.

**Adoption Center Support**

- Support Adoption Center by answering medical questions of potential adopters
- Communicate medical needs with adoption counselors
- 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 managing their health 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.

### *Required Qualifications include:*

- LVT Certification
- Able to handle shy, injured, and semi-feral cats safely and understand cat behavior
- Proficient computer skills in Windows and G Suite 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*

- 2 years experience in Shelter Medicine
- Knowledge of microbiology and ability to culture samples
- Ability to conduct certain lab procedures (fecals, DTMs, Woods Lamp scans, etc.)

## **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.

## **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.

## **Direct reports**

This position supervises the following part time staff members: Veterinary Assistant & Isolation Lead.

## **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.***