



## Job Description

**Title** Veterinary Assistant  
**Reports to** Clinic Manager

### Organizational Summary

Founded in 1988 on the belief that every cat matters, Purrfect Pals is working to end cat and kitten homelessness in Puget Sound communities through rescue, placement and prevention services. Our cat adoption and rehabilitation programs help place homeless cats, including those with special needs, in loving homes.

We work to prevent cat homelessness by providing space in our no-kill sanctuary, foster support and comprehensive medical and hospice care. We also oversee the adoption of an average of 1500+ cats each year at our 8 adoption sites. The sanctuary also prides itself in providing rare space for cats with leukemia, FIV and those with special medical and behavioral issues.

We fulfill our mission with passionate and dedicated staff who want to participate in fostering a collaborative, respectful and supportive workplace that encourages innovation and inspires accountability.

### Job Summary

The veterinary assistant will work with the staff veterinarian and other staff members in the care of the sanctuary cats, cats in foster care and cats being evaluated for adoption. Technical skills to be developed will include those associated with animal restraint, patient care, oral and injectable medication administration, assisting in surgery preparation and clean-up, as well as other animal care functions and tasks involved in the operations of a shelter hospital. The veterinary assistant will be expected to interact with potential adopters, donors and volunteers and will also be asked to assist animal caretakers in feeding and cleaning duties. It is important that an attitude of friendly cooperation among all shelter staff be continually cultivated.

### Essential Job Functions

- Assist the shelter veterinarian in making regular rounds to assess the health of the resident cat population.
- Assist the shelter veterinarian and other staff in restraining cats during examinations, blood draws, vaccinations, dental cleaning, grooming, and occasional euthanasia procedures.
- Assist in record-keeping and entering information into the Purrfect Pals database in a timely and accurate fashion
- Partner with our Director of Feline Health and Wellness and Shelter Veterinarian to help train new Veterinary Assistants
- Assist in preparation for high-volume spay and neuter surgeries, in monitoring cats during recover and in clean-up as required
- Administer oral and topical medications as required
- Administer vaccinations and injectable medications
- Administer microchips

- Assist animal care staff in cleaning kennels and general sanctuary cleaning as required
- Maintain clinic inventory by routinely checking the stock and alerting the person who orders
- Assist the clinic and shelter staff in maintaining all working areas to maximize cleanliness and efficiency and to minimize transmission of contagious diseases among cats.
- Prepare and run various laboratory samples
- Provide excellent customer service to everyone who visits Purrfect Pals including volunteers, foster parents, potential adopters, donors and other guests
- Act as an adoption counselor when needed, playing matchmaker for our cats and potential adopters
- Other duties as assigned by immediate supervisor

### **Job Requirements**

- Minimum of two (2) years of previous experience working with cats as a Veterinary Assistant or Technician in a clinic or shelter environment.
- Graduate of a Veterinary Assisting Program or some veterinary technician coursework preferred (but not required)
- Knowledge of common chronic conditions among cats
- Washington State Medical Clerk License preferred (but can be completed on the job)
- Positive attitude and willingness to help other staff and functions as a team member
- Interest in learning and developing new skills
- Passion for cats and belief in the Purrfect Pals Mission
- Experience giving oral, injectable and topical medications to cats
- Experience reading and placing microchips
- Great communication and customer service skills. Must be able and willing to communicate effectively and compassionately with staff, volunteers and the public.
- Computer literacy and ability to type
- Organized with an attention to detail.
- The ability to multi-task and work in a fast paced environment
- Flexibility and willingness to reprioritize throughout the day when unexpected cats and kittens arrive at our door needing help. Few days go as planned in a shelter!
- Must be willing to work weekends, later hours and holidays as needed. Our cats are here seven days a week and rely on our staff for care every day.

### **Conditions and Physical Requirements**

- Ability to safely lift 50 lbs.
- While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to reach or feel; climb, balance, stoop, kneel or crouch
- Possible exposure to dead, sick, injured, unruly, vicious and or dangerous animals and frequent exposure to parasites and infectious diseases.
- Exposure to dust, fumes or airborne particles, potentially toxic or caustic chemicals. Animal feces, zoonotic diseases (can be passed from animal to human), bites and scratches and blood borne pathogens.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.