



Position: Homelessness Prevention Manager
Location: Split between PSH office, various off-site locations & telecommuting
Classification: Regular Full-time (Exempt)
Reports to: Director of Homelessness Prevention

The Homelessness Prevention Manager (HPM) is responsible for oversight of the daily operations of all HP programs (spay/neuter and food bank), including supervision of assigned staff. The HPM works closely with the Director of Homelessness Prevention to ensure that all programs are operated efficiently and to their fullest potential, guaranteeing the safe sterilization of as many animals as possible, and helping needy pets in the community with food donations. This position will split their time between working at the PSH offices, traveling to various off-site locations within Pierce, King and Snohomish counties and telecommuting from a home office. Primary responsibilities for the HPM include, but are not limited to the following:

Team Management:

- Recruit/maintain all HP staff and develop to the highest level of performance
- Oversee mobile spay/neuter clinic operating in three counties (King, Pierce, Snohomish), including scheduling of staff
- Facilitate annual performance reviews and adjust plans as appropriate for team members
- Ensure effective communication and coaching to team members with a special emphasis on the special challenges of a remote work environment
- Work with Volunteer Manager to ensure a successful Homelessness Prevention volunteer program, including recruitment, training and retention
- Facilitate regular staff meetings
- Be available for emergency fill-in as a veterinarian assistant when needed

Administration:

- Manage the scheduling and promotion of public clinic appointments and food bank distribution schedules
- Manage and coordinate remote clinic locations and provide quarterly location analysis and adjustments
- Maintain all SOPs, forms, contact and database organization
- Submit monthly operational reports to the Finance Director as required
- Manage the spay/neuter client database (CHQ) and audit records to ensure accuracy

Supplies/Equipment maintenance:

- Provide guidance to Vet Techs in the ordering of all medications/supplies, ensuring best pricing
- Ensure the security and accurate accounting for all inventory (medications and supplies) and provide regular physical counts and audit results as required
- Arrange, schedule and report all maintenance and repairs of mobile spay stations and related equipment
- Ensure that each spay station has all needed supplies on-board

Financial:

- Prepare monthly partnership invoicing and work with the Finance Department to ensure prompt collection
- Work with the Finance Department on monthly financial statement reviews and budgeting
- Monitor revenue and expenses, proactively seeking opportunities to continually improve operational efficiencies and adjusting forecasts and processes as needed to ensure efficient and appropriate use of donor dollars
- Assist the Director of HP with annual budgeting preparation and grant requests
- Ensure the accurate reporting of all client transactions and the timely deposit of funds into the bank
- Assist the Director of HP with researching and applying for new funding sources

Customer Relations and Promotion:

- Oversee the prompt returns of client emails and phone calls from the public on a daily basis
- Working with Communications team, create, maintain and publish monthly S/N schedules to established locations and community contacts, ensuring a minimum of 6-8 weeks are published
- Working with Communications team to promote clinics on digital and other local sources
- Working with Communications team to organize promotional activities & events to increase community involvement
- In coordination with the Volunteer Manager, provide content for the monthly volunteer newsletter

Other:

- 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 each program
- Participate in community education and public outreach activities as needed and requested
- Be respectful of co-workers and treat staff, clients, volunteers, and patients in a professional manner
- Ensure all protocols and procedures are adhered to, including OSHA/L&I standards
- Attend training/conferences when required
- Be comfortable giving presentations to large groups.

Minimum Qualifications:

- **Education:** BA preferred
- **Experience:** Must have proven track record with at least two years of experience in managing dynamic teams; MS Office required; Veterinary assistant or tech training a plus.
- **People Skills:** 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 appearance and demeanor.
- **Other requirements:** Must have passion for spay/neuter efforts; 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. Attention to detail a must. No animal allergies.
- **Driving:** 1) Must have valid WA State driver's license and be comfortable driving large truck (mobile clinic) to different locations. 2) Must have reliable transportation.

Employee Benefits:

- Medical, dental and vision (*employees contribute a percentage*)
- 401(K)
- Paid-time-off and holidays, accrued according to schedule
- Equipment provided for telecommute positions

Other Requirements Include:

(Please initial each item listed, indicating you are able to perform this duty.)

_____ I am able to lift at least 50 pounds.

_____ I will use caution and good common sense around all animals.

_____ I agree to wear protective gear as needed, examples would include; gloves, eyewear, ear protection, etc.

_____ I understand that this position may require me to be around many types of animals, including farmed, cats, and dogs, as well as outdoor allergens, hay, plants, etc. I do not have allergies that are stated above that will affect my health and/or ability to perform my job duties as stated.

_____ I agree to follow all safety protocols set by Pasado's Safe Haven while working with equipment and animals for all Pasado's Safe Haven jobs, events and animal rescues.

_____ I understand that Pasado's Safe Haven is a vegan-only organization and agree to abide by this policy while living or working on-site at Pasado's Safe Haven facilities and participating in Pasado's Safe Haven events.

_____ I understand that this position requires frequent local travel between Pierce, King and Snohomish Counties, as well as occasional overnight stays for training and conferences.

I acknowledge that I have received a copy, read, understand, and will comply with my job responsibilities as stated above. I understand that if I fail to perform my job duties, I am subject to disciplinary action, up to and including termination.

I understand that this position is exempt from federal and state wage and hour laws and that accordingly; I will not be entitled to compensation for overtime.

Signature

Date

Printed Name