



Job Title: Shuttle Veterinary Assistant

Job Summary: Assist with the transport of animals between designated community locations and the clinic, and ensure proper sanitation and maintenance of vehicle.

Position Type: Part Time, Hourly

Responsibilities:

- Assist Shuttle Coordinator with pick-up and delivery of animals.
- Screen all animals to determine fitness for surgery.
- Assist with paperwork and scheduling as necessary.
- Carefully load and unload animals making sure animals are secure in crates, and crates are secure in vehicle.
- Transport animals to and from the clinic for surgery.
- Clean and sanitize vehicle, interior and exterior, after each transport.
- Maintain transport vehicle in a safe and sanitary manner and oversee regular vehicle maintenance.
- Should be prepared to fill in for Shuttle Coordinator during vacations and illnesses.

Required Qualifications:

- Minimum 1 year dog and cat handling experience
- Veterinary assistant experience for no less than 6 months
- Comfortable and capable of operating commercial sized box truck during all weather
- Be physically able to lift at least 50 pounds
- Be self-directed as well as a collaborative team player
- Able to work in a fast paced environment
- High comfort level handling animals in a animal hospital setting
- Multi-task projects with demonstrated time management and organizational skills
- Be confident and capable in prioritizing a large number of tasks
- Excellent customer service skills
- Sensitive to people of different cultures and socioeconomic backgrounds

Other Requirements:

Valid Washington State driver's license
Valid Washington automobile insurance.
Clean driving record
Must pass a Washington State Patrol Check
Must pass a drug screening

Reports to: Shuttle Coordinator

Hours: Around 20 hours per week

Job hours vary depending on location of pick-up. This position will require a very early start.

Compensation: Salary DOE plus benefits as outlined in the employee handbook.

Please send resume to MelanieMR@NWSpayNeuter.org

It is the responsibility of applicants selected for interview to notify Northwest Spay & Neuter Center of any accommodations required as a result of a disability covered under the Americans with Disabilities Act.