



## **Foster Care Assistant** **Job Announcement**

Attention experienced animal lovers! The NOAH Animal Center is hiring a part-time Foster Care Assistant. Join our fun, fast-paced, and professional environment, where you can help save the lives of homeless dogs and cats through our high-quality, low-income spay and neuter programs, family-friendly pet adoptions, humane education, and volunteer programs. It's an excellent opportunity for someone who enjoys being a compassionate and supportive leader to volunteers, loves animals, and wants to help The NOAH Center achieve our mission of finding homes for animals and reducing pet overpopulation through low-cost spay/neuter.

### **Job Summary**

The Foster Care Assistant is responsible for providing superior quality medical care and treatments to all foster care animals in need at The NOAH Center. They will ensure that all medical treatments for The NOAH Center's foster care animals are completed as directed by a licensed veterinary staff member or volunteer and that accurate medical records are well maintained. They are responsible for assisting the Medical Care Assistants with the intake exams. The Foster Care Assistant is responsible for scheduling and performing all routine checkup appointments and administering medications and vaccines as permitted by law. This position provides training and support to the foster care volunteers. This position is responsible for referring all foster care animals that require treatment plans or special needs to the medical care teams to provide the best care and recovery possible for all treatable and rehabilitatable animals in our care to restore their physical and mental health to standards acceptable for adoption.

*The Foster Care Assistant must support The NOAH Center's mission, philosophies, and practices. Superior customer service, consistent humane handling of animals, and resource management are priorities for every staff member and volunteer at The NOAH Center. Performs duties safely and professionally that are in accordance with The NOAH Center's Code of Conduct.*

### **MINIMUM QUALIFICATIONS**

- Must be 18 years of age
- High School Diploma or GED Equivalent
- Associates degree in biological science is desired
- Certified Veterinary Assistant course completion is desired
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy
- Prior experience in an animal welfare environment and/or animal clinical experience
- Will obtain a Medication Clerks License within 6 months of starting the job
- Strong leadership and mentoring skills required
- Euthanasia certification within 6 months of starting the job
- Ability to maintain accurate and detailed written and electronic records
- Compassionate and professional attitude
- Computer literate in Windows environment
- Excellent interpersonal skills and ability to work in a team environment
- Shows initiative and is a conscientious worker
- Ability to handle multiple tasks at once in a fast-paced environment
- Ability to utilize effective problem solving/decision-making skills
- Ability to communicate effectively with volunteers, staff, and customers in a professional manner
- Ability to walk, stand, bend, stoop, carry, and safely lift up to 40 lbs. with reasonable accommodations
- Able to properly handle, exercise, and control large and/or difficult dogs and cats

## **WORK CONDITIONS**

Works in an area with a high noise level. Requires handling of animals and exposure to fumes from cleaning chemicals. Subject to animal, dander, bites, and scratches. Exposure to biological and potentially zoonotic agents. Requires frequent standing, bending, stooping, and lifting up to 40 lbs. with reasonable accommodations. Required to adhere to staff dress code at all times. May be required to work beyond the scheduled hours.

Salary: \$15.00-\$17.00 per hour DOE  
Classification: Non-Exempt, Regular, Full or Part-Time  
Schedule: Varies, will include weekend, holiday, and evening work  
Benefits: Medical & dental insurance (Full Time Only), paid sick leave, paid time off, holiday pay (Full Time Only) & retirement options (Eligibility requirements must be met)  
Reports to: Clinic & Medical Care Director  
Reporting Staff: Volunteers

## **Instructions for Applying**

***MUST BE AVAILABLE TO WORK WEEKENDS***

Please send a resume and cover letter to:

Sara Bradshaw, Operations Director

Email: sarab@thenoahcenter.org

Mail: 31300 Brandstrom Road Stanwood, WA 98292

Thank you for your interest in working for The NOAH Center!

*The Noah Center is an equal opportunity employer. This position description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It in no way states or implies that these are the only duties to be performed by the employee occupying this position. The Noah Center reserves the right to revise or change job duties and responsibilities as the need arise and as the business requires. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.*