



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 a great opportunity for someone who enjoys being a compassionate and supportive leader to volunteers, loves animals, and wants to help NOAH achieve our mission of finding homes for animals and reduce the overpopulation of animals 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 NOAH'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 the administration of 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 NOAH staff member and volunteer. Performs duties in a safe and professional manner that is in accordance with NOAH'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: \$14.00-\$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:
Stacie Ventura, Executive Director
Email: stacie@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 arises and as the business requires. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.