



Medical Care Assistant **Job Announcement**

Attention experienced animal lovers! The NOAH Animal Center is hiring a part-time Medical 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 the overpopulation of animals through low-cost spay/neuter.

Job Summary

The Medical Care Assistant is responsible for providing superior medical care and treatments to all animals in need at The NOAH Center. They will ensure that all medical treatments for NOAH 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 the intake and check-in exams, post-op care, and administration of medications and vaccines as permitted by law. In addition, this position is responsible for overseeing the care of all dogs and cats that require treatment plans or special needs at The NOAH Center. The Medical Care Assistant works closely with the Clinic and Medical Care Director 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 Medical 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 safely and professionally according to The NOAH Center's Code of Conduct.

MINIMUM QUALIFICATIONS

- Must be 18 years of age
- High School Diploma or GED Equivalent
- An associate 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 or animal clinical experience
- Euthanasia certification or Medication Clerks License is preferred
- 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 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 to 40 lbs. with reasonable accommodations. They are required to adhere to the staff dress code at all times. May be required to work beyond the scheduled hours.

Salary: \$18.00-\$20.00 per hour DOE
Classification: Non-Exempt, Part Time
Schedule: Varies, will include weekend, holiday, and evening work
Benefits: Paid Sick Leave, Paid Time Off & retirement options
Reports to: Clinic & Medical Care Director
Reporting Staff: Volunteers

HOW TO APPLY

MUST BE AVAILABLE TO WORK WEEKENDS

Please send a resume and cover letter to:

Julie Mowbray, Clinic & Medical Care Director

Email: juliem@thenoahcenter.org

Mail: 31300 Brandstrom Road Stanwood, WA 98292

I appreciate 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 the business requires. This document does not create an employment contract, implied or otherwise, other than an "at-will" relationship.