



SHELTER VETERINARY ASSISTANT II

DATE:	August 2026
CLASSIFICATION:	☐ Exempt ☒ Non-exempt* ☒ Full-time* ☐ Part-time*
SERVICE / PROGRAM AREA:	Medical
PRIMARY DUTY STATION:	☒ SAFE Haven Adoption Center (8431-137 Garvey Drive, Raleigh 27616) ☐ SAFE Care Spay/Neuter Clinic (8411-133B Garvey Drive, Raleigh 27616) ☐ Administrative Office (8411-109 Garvey Drive, Raleigh 27616) ☐ Hybrid _____ (specify) ☐ Remote Only
DIRECT SUPERVISOR TITLE:	Lead Shelter Veterinary Assistant
DIRECT REPORTS (POSITIONS):	None
COMPENSATION	\$20/HR

*As defined in the Employee Handbook

Summary Position Description:

Reporting to the Lead Shelter Veterinary Assistant, the Shelter Veterinary Associate II position demands a high level of accuracy and skill in the care of the shelter cats and kittens. The Shelter Veterinary Associate II is expected to be able to effectively medicate, handle, and document the cats in the agency of the organization. There is significant independent work and judgment expected in this role.

Essential Job Functions/Core Duties:

Foundational Care

- Feed shelter cats with food that has been prescribed and documented by the Medical Director.
- Assist in morning care routine – cleaning enclosures, scooping litter boxes, mopping floors, cleaning dishes and laundry
- Follow all biosecurity measures to maintain the health “of the herd”
- Practice Fear-Free handling techniques when moving cats, either within the enclosure, into a carrier, or between buildings
- Set up enclosures for incoming cats
- Procure supplies for outgoing foster cats
- Prepare and participate in medical rounds
- Document and report any anomalous behavior or distress to Medical Team for intervention

Advanced Care

- Administer medication to cats as prescribed by the Medical Director

- Complete the intake process for cats coming into the shelter, including drawing blood and completing diagnostic tests with onsite machines
- Complete basic checkup appointments with cats in the foster system
- Enters and updates animal care, medication, and location information into the shelter management system
- Administers dewormings, flea treatments, and vaccinations (within boundaries of certification) to cats as per the shelter management system; logs all treatments in an accurate and timely manner

Non-Essential Functions/Additional Duties:

- Assisting programs with administrative functions
- Traveling to partner sites to drop off cats at outside vet appointments or to pick up food and supplies
- Other duties as assigned.

Essential Schedule Requirements:

The individual selected for this position will be required to work five (5), eight- hour shifts each week. Shifts alternate from 7 am- 3 pm, 8 am-4 pm, and 9 am- 5 pm each day of the week. You will be expected to work at least one day over the weekend.

Weekday Schedule	☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☒ Flexible*		☐ AM ☐ PM ☐ AM ☐ PM ☐ AM ☐ PM ☐ AM ☐ PM ☐ AM ☐ PM		☐ AM ☐ PM ☐ AM ☐ PM ☐ AM ☐ PM ☐ AM ☐ PM ☐ AM ☐ PM
Weekend Schedule	☐ Saturday ☐ Sunday ☒ Flexible*		☐ AM ☐ PM ☐ AM ☐ PM		☐ AM ☐ PM ☐ AM ☐ PM

*A regular, flexible schedule must be pre-approved in writing by your direct supervisor.

Essential Physical Job Requirements:

	O*	F*	C*	N/A
Sitting	☐	☐	☒	☐
Driving	☒	☐	☐	☐
Bending/Stooping/Kneeling/Squatting	☐	☐	☒	☐
Climbing (i.e. stairs)	☒	☐	☒	☐
Reaching (outward or above the shoulder with hands/arms)	☐	☐	☐	☐
Lifting (usual amt. 10 lbs./max amt. 25 lbs.)	☐	☐	☒	☐
Carrying (usual amt. 10 lbs./max amt. 25 lbs.)	☐	☐	☒	☐
Typing	☒	☐	☐	☐
Talking	☐	☐	☒	☐
Hearing/Listening	☐	☐	☒	☐

	O*	F*	C*	N/A
Seeing	☐	☐	☒	☐

*O = Occasionally = 1-33% of time *F = Frequently = 34 -66% of time *C = Constantly = 67-100% of time (approximately)

Essential Environmental Job Requirements:

	O*	F*	C*	N/A
Operating Office Equipment (i.e. computer/laptop, telephone, tablet, copier)	☐	☒	☐	☐
Traveling	☒	☐	☐	☐
Communicating with Persons Inside the Organization (i.e. coworkers, etc.)	☐	☐	☒	☐
Communicating with Persons Outside the Organization (i.e. donors, customers, vendors, etc.)	☐	☒	☐	☐
Exposure to cats	☐	☐	☒	☐

*O = Occasionally = 1-33% of time *F = Frequently = 34 -66% of time *C = Constantly = 67-100% of time (approximately)

Essential Experience/Qualifications/Skills/Knowledge/Technology:

Required		Preferred
☒	High School Diploma or GED	☐
☐	Veterinary Assisting, Animal Care Technician Experience	☒
☒	Mastery of Cat Care Associate I competencies	☐
☐	Previous work – paid or unpaid – in a non-profit organization	☒
☒	Proficient with Microsoft Office Suite or related software	☐
☐	Proficient with Shelter Management Systems software	☒
☒	Excellent oral and written communication skills, including being able to be a key media and public event spokesperson.	☐
☒	Must have ability to manage multiple tasks/projects simultaneously and be able to shift priorities quickly.	☐

Certifications / Licenses:

Required		Preferred
☐		☐
☐		☐
☐		☐

SAFE HAVEN RESERVES THE RIGHT TO AMEND THIS JOB DESCRIPTION WITH OR WITHOUT NOTICE TO ITS EMPLOYEES.

If you are interested in applying for this position, please email your resume and cover letter to faith.franklin@safehavenforcats.org

Employee:

By signing below, you acknowledge that you are willing and able to perform the job as described above. If I need an accommodation to perform these responsibilities, I confirm that I have discussed these with my Direct Supervisor.

Sign: _____

Date: _____

Print Name: _____

*****A copy of this signed job description will be saved in your personnel file.*****