



# Veterinary Assistant

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**SUMMARY:** The Veterinary Assistant provides daily care and cleaning for felines at the ASAP shelter, supervises volunteers in supporting roles and assists in veterinary or surgical treatments. It is the responsibility of the Veterinary Assistant to follow policies and procedures consistent with ASAP's mission, goals, and objectives.

**REPORTS TO:** Wellness & Facilities Supervisor

## **ESSENTIAL FUNCTIONS:**

- Daily cleaning of cat housing rooms and the Vet Exam room to ensure sanitary conditions.
- Daily care and feeding of all felines undergoing medical treatment or under observation.
- Monitoring health status of felines and informing the Wellness Supervisor of any concerns or new developments.
- Maintaining records related to feeding, care and ongoing medical treatments, as well as all veterinary findings, treatments and vaccines using both manual and computerized systems.
- Administering medical treatments as directed.
- Assisting veterinarian with exams and surgeries as necessary.
- Supporting the kitten foster program, including communicating with the Foster Placement Coordinator regarding kitten foster placements and appointments for vet exams and surgeries.
- Scheduling and preparation of Vet Exam room for adult and kitten check-ins and veterinary exams.
- Collection of fecal and urine samples.
- Maintaining an inventory of medical supplies.
- Cleaning & sterilization of surgical instruments.
- Making surgical packs.
- Working harmoniously with volunteers and staff.
- Delivering and picking up cats who have appointments at other Veterinary clinics.

## **EXPERIENCE, ABILITIES, PHYSICAL WORK ENVIRONMENT AND QUALITIES REQUIRED:**

- Knowledge of methods, techniques, and medication used in the care and treatment of felines; physical and behavioral characteristics of domestic felines; basic animal care and nutritional needs.
- Ability to handle felines properly and perform work in a humane manner, experience with cats in a vet clinic/animal shelter preferred.
- Comfortable with standard office computer software, English grammar and usage; able to keep accurate records of treatment; able to learn specialized computer applications.
- Exercise tact and independent judgment; maintain effective working relationships with shelter staff, volunteers, clients, and veterinarians; experience working with volunteers highly desirable.
- Able to lift 40 pounds; perform stooping, bending, and carrying;
- High school diploma or equivalent
- Possession of a valid CA Class C driver's license. Must have a vehicle.
- Current medical insurance preferred



## ASAP Position Description

- Current tetanus vaccination
- 20-25 Hours per week, with flexible hours Saturdays and Sundays

**HOURS:** *FLSA STATUS: Part-Time, NON-EXEMPT POSITION* 4-6 hours per day, 20-25 hours per week. Daily hours and days of the week may vary according to the needs of the department schedule. May include weekends, night, and holidays. May require some overtime.

**Salary Range:** \$13.50 to \$15.50, DOE

**To apply:** e-mail your resume and cover letter to [employment@asapcats.org](mailto:employment@asapcats.org)