



Veterinary/Wellness Assistant

SUMMARY: Animal Shelter Assistance Program (ASAP) is seeking a part-time Veterinary/Wellness Assistant to provide for daily care and cleaning for all felines within the ASAP shelter, including supervising volunteers in supporting roles and assisting in veterinary or surgical treatments.

It is the responsibility of the Veterinary/Wellness Assistant to implement policies and procedures consistent with the ASAP mission and goals and objectives.

Excellent opportunity for entry level with at least one-year animal experience.

REPORTS TO:

Wellness Supervisor

ESSENTIAL FUNCTIONS:

- Daily maintenance of Sick Bay, Surgery, Vet Exam room and ISO 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 and with exams and surgeries as necessary.
- Collection of fecal and urine samples.
- Maintenance of inventory of medical supplies.
- Cleaning & sterilization of surgical instruments.
- Making surgical packs.
- Working harmoniously with volunteers and staff.
- Deliver and pick up cats who have appointments at other Veterinary clinics.

PHYSICAL/ENVIRONMENTAL REQUIREMENTS:

- Work environment includes constant exposure to felines and other animal allergens
- Lift and move objects and animals weighing up to 35 pounds
- Perform stooping, bending, and carrying
- Drive a vehicle; must have own vehicle, and a valid CA Driver's License and be in good standing with Department of Motor Vehicles
- Proof of current medical insurance, current tetanus vaccination



EXPERIENCE, ABILITIES, AND QUALITIES REQUIRED:

- Handle felines properly and perform work in a humane manner
- Keep accurate records of treatment
- Learn specialized computer applications
- Exercise tact and independent judgment
- Maintain effective working relationships with shelter staff, volunteers, clients, and veterinarians
- Experience working in a Veterinary clinic/animal shelter highly desirable

- **Prefer 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
 - standard office computer software
 - English grammar and usage.

HOURS AND BENEFITS:

- Flexible work hours Sunday through Saturday
- 20-25 Hours per week
- The hourly pay rate for this position depends upon experience.
- Benefits include paid Sick Leave after 30 days of employment, accrued at the rate of one (1) hour per 30 hours worked.

Interested candidates should send a cover letter and resume for this position to:

employment@asapcats.org. Please do not call.

ASAP IS AN EQUAL OPPORTUNITY EMPLOYER - Selection will be based solely on merit and will be without discrimination because of age, race, sex, religion, national origin, marital status, sexual orientation, or mental or physical disability.