



# Wellness Assistant

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**SUMMARY:** The Wellness Assistant provides daily care and cleaning for felines at the ASAP shelter, provides support and guidance to volunteers, and assists in veterinary or surgical treatments, as directed by their supervisor and by the Wellness Director. It is the responsibility of the Wellness Assistant to follow policies and procedures consistent with ASAP Cats 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.
- Providing support and assistance to volunteers and others who may have questions or need information regarding cats, their health in the shelter and/or in a foster or an adoptive home, and related policies and procedures.
- Be a role model for ASAP Cats Organizational Culture Agreement. Establish ongoing positive and respectful relationships with and between all stakeholders, both in the shelter and off-site creating harmonious relationships.
- 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.
- Ability to exercise tact and independent judgment while working with others is 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 tetanus vaccination
- COVID vaccinated and boosted if eligible, unless medical or religious exemption

**HOURS:** *FLSA STATUS: Full-Time, 40 hours a week, NON-EXEMPT POSITION*

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:** \$17 - \$21 per hour, DOE

**Benefits:** Generous benefits include employer sponsored medical, dental, vision, life insurance, and a retirement plan with an employer match. Also included are paid-time-off and holidays.

**To apply:** A resume is **required** to be submitted for consideration for this position. In addition, a cover letter is preferred. **Please apply via email to: [employment@asapcats.org](mailto:employment@asapcats.org)**