

ASAP Position Description

Wellness Technician (Veterinary Technician)

SUMMARY: Under the supervision of the Wellness Director and Shelter Veterinarian, the Wellness Technician provides daily veterinary and wellness care for all felines within the ASAP shelter and foster system. Responsibilities include conducting examinations, administering treatments and vaccinations, assisting with surgeries, maintaining accurate medical records, and supporting post-adoption medical follow-up. The role also involves training staff and volunteers, ensuring a clean and safe shelter environment, and fostering positive relationships with clients and stakeholders.

REPORTS TO:

Wellness Director

ESSENTIAL FUNCTIONS:

Cat Care and Medical Treatment

- Conduct intake examinations and interviews.
- Assess, record, and maintain health and temperament information on all animals.
- Conduct pre-adoption health evaluations of cats.
- Vaccinate animals, provide treatment, and administer medications as prescribed by a veterinarian.
- Perform or assign tasks of daily care and feeding for all felines undergoing medical treatment or under observation.
- Monitor health status of felines and inform the Veterinarian or the Wellness Director about any concerns, including new developments.
- Administer medical treatments as directed by the Wellness Director and/or Veterinarian.
- Collect blood, fecal, and urine samples as directed by the Wellness Director.
- Conduct humane euthanasia if necessary and under the supervision of the Wellness Director.
- Perform and assist with daily medical rounds in the shelter, ensuring all cats are put in the appropriate location in Shelter Luv on a daily basis.
- Provide technical and functional lead supervision and training to animal services staff and volunteers.

Surgical Assistance

- Assist veterinarians with high-volume spay/neuter surgeries and other medical procedures.
- Administer injections including, but not limited to, anesthetics, pain medications, and vaccinations.

- Intubate animals, place intravenous catheters, perform venipuncture, and administer fluids as needed.
- Monitor vital signs of sedated and anesthetized patients in pre-operative, operative, and post-operative phases.
- Ensure anesthetic machines, pulse oximeters, scales, and other equipment are functional and report equipment that is not working properly to the Wellness Director.

Client and Volunteer Interaction

- Communicate with all clients in a non-judgmental, effective, and professional manner.
- Communicate basic veterinary medical concepts to clients, including vaccine protocols and anesthetic risks.
- Explain information provided by the ASAP Veterinarian or Wellness Director about an animal's condition to clients.
- Collaborate and foster good communication with colleagues and volunteers.
- Create an environment in which staff and volunteers feel welcome and are given constructive feedback when working in the animal areas.
- Be a role model for ASAP Cats Organizational Culture Agreement, establishing ongoing positive and respectful relationships with all stakeholders.

Shelter and Equipment Maintenance

- Work with coworkers and volunteers to clean and disinfect animal areas, equipment, instruments, and the facility while utilizing appropriate personal protective equipment.
- Monitor all veterinary/surgical equipment to ensure they are maintained to support the health and welfare of animals and staff.
- Work with the Volunteer Coordinator to ensure staff and volunteers are trained in the proper and safe use of all equipment needed in the performance of their job duties.
- Maintain inventory of all pharmaceuticals, medical equipment, and supplies.
- Support the daily maintenance of all shelter areas, including the Vet Room and Surgery, as well as the Main Room, New Arrivals, Sick Bay, and ISO, to ensure sanitary conditions and proper daily care.

Administrative and Record-Keeping

- Maintain accurate and thorough records of all surgeries, drugs administered, and other information according to all mandated federal, state, local, and professional standards and procedures, with records placed into Shelter Luv.
- Support the Wellness Director with the kitten foster program, including communicating with the Medical Foster Coordinator (Wellness Assistant) regarding kitten foster placements and appointments for vet exams and surgeries.
- Work with the Wellness Assistant in scheduling adult and kitten check-ins, and foster, hospice, and post-adoption follow-up appointments and veterinary exams.

- Assist as needed in data entry procedures for mass public spay days or spay-neuter mobile clinic events.
- Participate in the euthanasia review process and conduct humane euthanasia when directed.
- Monitor maintenance of inventory and notify the Wellness Director when supplies need to be ordered.
- Assist ASAP's Veterinarian and Wellness Director with exams and surgeries as assigned, including on ASAP's Mobile Clinic.
- Establish and implement appropriate policies and procedures to maintain a healthy feline population as directed by the Wellness Director.
- Work with the Wellness team to ensure completion and documentation of medical records, including attaching all records from other shelters and lab work.
- Ensure the organization is providing high-quality care in alignment with ASAP's mission.

Physical/Environmental Requirements

- Work environment includes constant exposure to felines and other animal allergens.
 - Potential exposure to zoonotic diseases, cleaning chemicals, dangerous and fractious animals, high noise levels, and animal bites and scratches.
 - Licensed and capable to drive a vehicle.
- Industry Based Essential Physical Requirements Include:**
- Capable of lifting and/or carrying objects up to 50 pounds from floor to waist level frequently.
 - Capable of pushing/pulling, may be repetitive, moderately heavy objects up to 50 pounds.
 - Able to lift/move cats weighing an estimated 30 pounds (including a trap/carrier) from the floor.
 - Capable of safely and humanely handling, positioning, and restraining animals when necessary.
 - Ability to stand and walk for extended periods of time, (6 to 8 hours) on hard or carpeted surfaces.
 - Able to rapidly move body up to 3 meters (about 10 feet) from danger.

EXPERIENCE, ABILITIES AND QUALITIES REQUIRED:

- Minimum of 1 year of relevant experience within an animal shelter or program/service delivery setting.
- Minimum of two years' experience working with community groups, volunteers and other nonprofit programs and organizations.
- RVT License Preferred
- Preferred: euthanasia certification.
- Knowledge of common health and behavior problems in cats and impact of environment, familiarity with symptoms of disease and basic quarantine protocol, and grasp of basic learning theory preferred.
- Sound judgment: Demonstrate maturity, emotional intelligence, and professional composure when making sensitive decisions or interacting with staff, volunteers, and the public.

- Effective communication: Possess strong written and verbal communication skills, maintaining a courteous and tactful manner when interacting with the public, volunteers, and coworkers.
- Stress management: Exhibit the ability to handle stress in the workplace and commit to self-care practices.
- Learning agility: Display a willingness, interest, and ability to quickly learn new concepts and skills.
- Ability to work independently and effectively with other managers and staff in order to accomplish daily tasks as well as strategic plans and contribute effectively as part of a team.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.
- Ability to always promote a humane and caring attitude toward all animals.
- Experience with veterinary record keeping.
- Computer proficient with shelter management and medical data records in a database environment, Microsoft Suite and Google; ability to learn new programs as required. Internet savvy.
- Must have a valid Driver's License and be in good standing with the Department of Motor Vehicles.

HOURS: *Status: Non-Exempt Position* Minimum of 8 hours per day, 40 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 occasional overtime.

SALARY: \$23 - \$27 per hour, DOE

Please note that job duties and rate of pay may vary based on the candidate's level of experience and/or possession of a Registered Veterinary Technician (RVT) license.

A valid Registered Veterinary Technician Certificate issued by the California State Board of Examiners in Veterinary Medicine is preferred.

BENEFITS: Benefits include employer sponsored medical, dental, vision, life insurance, and a retirement plan with an employer match. Also included are paid-time-off (PTO) and 10 paid holidays.

TO APPLY: A cover letter and resume are required to be submitted for consideration for this position.

Please apply via email to: employment@asapcats.org No phone calls, please.