

## Ringworm Assistant Manager

### 1. BASIC FUNCTION:

The basic function of the Ringworm Assistant Manager is to provide support to the APA! Ringworm Adoption Center and Ringworm Manager. The key functions of the Ringworm Assistant Manager include helping oversee ringworm treatment, acting as Ringworm Manager as needed, and ensuring all policies and procedures regarding ringworm treatment are enforced. The Ringworm Assistant Manager may also assist with other Cat Program tasks as needed.

### 2. REPORTING RELATIONSHIPS:

The Ringworm Assistant Manager reports to Ringworm Manager. Duties may differ slightly from this Job Description; all duties are outlined by the Ringworm Manager.

### 3. DUTIES AND RESPONSIBILITIES:

#### General:

- Work with On-Site Cat Program Manager, Offsite Cat Adoption Manager, and Clinic Manager to ensure cats are properly screened for ringworm upon intake.
- Work with Offsite Cat Adoption Manager and Lead Counselors to ensure cats that show symptoms of ringworm at offsite catteries are transported to TLAC for further examination.
- Ensure cleanliness in the ringworm adoption center.
- Monitor health of cats residing in the ringworm adoption center.
- Assist with tracking and administering vaccines and preventatives for cats residing in the ringworm adoption center; help ensure oral antifungals are prescribed and administered.
- Communicate with staff and volunteers working in the ringworm adoption center to ensure all cats receive necessary care.
- Routinely examine cats in the ringworm adoption center and foster cats to determine when cats have completed their treatment.
- Ensure supplies and facilities are in order to allow volunteers and staff to effectively complete necessary tasks in the ringworm adoption center.
- Maintain medical records for cats diagnosed with ringworm to ensure interested adopters are provided with accurate information regarding a cat's ringworm status.
- Follow up with adopters of ringworm positive cats to ensure proper procedures are being followed to treat the cat in the home.
- Provide support to adopters whose adopted animal was diagnosed with ringworm after adoption.
- Provide adoption and Customer Service support in person, by phone, and email.
- Continually work to educate interested adopters about animals diagnosed with ringworm.

- Actively work to increase adoption of cats and kittens that have been diagnosed with ringworm.

#### **QUALIFICATIONS & EXPERIENCE**

- Commitment to educating the public on adopting animals with ringworm and other varying short term and long term medical issues.
- Experience working within the animal welfare industry, including familiarity with common feline medical terminology and shelter medicine standards.
- Experience administering medications including injectables; able to assist with medical care of cats.
- Commitment to APA!'s mission and a strong desire to work with the Cat Program and increase its life-saving capacity.
- Computer literacy and internet access; familiarity with Google products, spreadsheets, and PetPoint. This position requires quick response via email and/or phone.
- Ability to effectively communicate and collaborate well with a broad population including fosters, volunteers, and staff. Outstanding customer service and interpersonal skills required.
- Ability to work on varied days with a varied schedule, including work on weekends and holidays.