

## Ringworm Manager

### 1. BASIC FUNCTION:

The basic function of the Ringworm Manager is to diagnose, treat, and help prevent ringworm in all APA! catteries and cat foster homes. Key functions of the Ringworm Manager include focusing on effectively diagnosing animals with ringworm to prevent the spread amongst catteries and providing support to staff, fosters, volunteers, and adopters who have questions or concerns about animals being treated for ringworm.

### 2. REPORTING RELATIONSHIPS:

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

The Ringworm Manager will act as Manager on Duty when the Cat Program Manager and Assistant Cat Program Manager are not available.

### 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.
- Ensure cleanliness in the ringworm adoption center.
- Monitor health of cats residing in the ringworm adoption center.
- Track and administer all vaccines and preventatives for cats residing in the ringworm adoption center.
- 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.
- Provide lime sulfur dips to all cats residing in the ringworm adoption center and to any fosters who would like to have their cats dipped in the ringworm adoption center twice per week on scheduled days.
- Arrange meet and greets in the ringworm adoption center for fosters of ringworm positive cats.
- Maintain medical records for cats diagnosed with ringworm to ensure interested adopters are provided with accurate information regarding a cat's ringworm status.
- Work with the Clinic Manager to ensure needed medications are available to fosters and staff that care for cats diagnosed with ringworm.

- Oversee all oral antifungals prescribed and administered to cats residing in the ringworm adoption center.
- Provide formal training for all cat adoption staff in regards to recognizing ringworm in catteries and proper sanitation policies and procedures following an outbreak.
- Follow up with adopters of ringworm positive cats to ensure proper protocols are being followed to treat the cat in the home.
- Provide support to adopters whose adopted animal was diagnosed with ringworm after adoption.
- 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.
- Provide adoption and customer service in person, by phone and email.
- Coordinate events with Offsite Cat Adoption Manager for cats diagnosed with ringworm.
- Work to educate interested adopters about animals diagnosed with ringworm.
- Work to increase adoption of cats and kittens that have been diagnosed with ringworm.

#### **QUALIFICATIONS & EXPERIENCE**

- Extensive 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.
- Experience working in a ringworm treatment facility is desired.
- Commitment to educating the public on adopting animals with ringworm and other varying short term and long term medical issues.
- Commitment to APA's mission and the strong desire to work with the Cat Program and increase its life-saving capacity.
- Ability to effectively communicate and collaborate well with a broad population including fosters, volunteers, and staff. Outstanding customer service and interpersonal skills required.
- Computer literacy and internet access; familiarity with Google products, spreadsheets, and PetPoint. This position requires quick response via email and/or phone.
- Ability to work on varied days with a varied schedule, including work on weekends and holidays.