



ANIMAL CARE TECHNICIAN

Position Type: Part Time (~20 hrs/week, Sun-Sat)

Starting Pay: \$15.25/hr

Supervisor: Animal Care PICs

Typical Shift Hours: Either 8am-12pm or 12pm-6pm, or ability to work a full 8am-6pm shift

JOB DESCRIPTION

Summary:

Animal care technicians perform all duties involved in animals' daily care and facilitate interactions with the public.

Duties and Responsibilities:

- Perform cleaning and care in accordance with established procedures and training protocol.
- Willingly assist the public in all aspects of shelter programs.
- Share information to enhance the public's knowledge of animal welfare and SafeHaven Humane Society's mission and program.
- Perform all kennel duties in accordance with established procedures and training levels.
- Clean and disinfect kennel and cage areas, exam areas, showing areas, and other animal care areas according to procedures. Maintain cleanliness standards throughout the day.
- Feed, water, medicate and exercise animals as required for their well-being. Wash dishes, perform laundry tasks, restock animal areas with supplies, and perform other activities involved with the keeping of animals.
- Assist in the adoption process by showing dogs, explaining adoption procedures, discussing adoption concerns, and providing printed information.
- Assist with dog-to-dog introductions and escorting customers through the lost and found process.
- Process incoming animals, making assessments and recommendations regarding health, behavior, and adaptability at intake and conducting ongoing health checks.
- Assist in maintaining the accuracy of animal identification records in the animal care areas.

- Monitor and record drug usage and ensure proper storage, handling, and medicating.
- If authorized to drive company vehicles, may be required to take/pick up animals at vet clinics, residences, or other places to be determined.
- Assist in maintaining the order and cleanliness of the shelter facility and grounds.
- May also be required to perform other duties as assigned by the Shelter Manager or Executive Director.
- The ideal candidate will have experience in Shelter work.
- Must thrive in a busy environment and exemplify high care to shelter guests.
- Unload and assist with incoming transports of dogs as needed.

Requirements:

- Must have a basic working knowledge of animal care requirements.

Competencies:

- Will have regular contact with other shelter employees and volunteers from all departments.
- Will have regular and ongoing contact with the public during their visits to the shelter.
- May work with area veterinary clinics, animal control officers, and other agencies.
- Contact with others will require tactful exchanges and a professional demeanor.
- Must be able to communicate with the public in a positive, educational manner and have the ability to work cooperatively with people, regardless of the context of the situation.
- Must have demonstrated safe working habits for self, the animals, and the public.
- Preferred candidates will have experience with dog training and/or behavior modification.
- Must be able to work holidays and weekends as assigned, meet the physical requirements of the job, and be bondable.
- Candidates must have a valid Oregon driver's license and be insurable through SafeHaven Humane Society's company Insurance policy.
- Preferred candidates will have knowledge of healthcare, behavior, breeds, and control of handling dogs, cats, and other animals.
- Candidates will also understand and recognize common diseases and have considerable knowledge of safe procedures for handling animals.

SafeHaven Humane Society is an equal opportunity employer and makes employment decisions on the basis of merit, qualifications, and ability. SafeHaven Humane Society prohibits unlawful discrimination based on race, ethnicity, gender, sexual orientation, religion, national origin, disability, military service, marital status, age, or any other legally protected class.