



Animal Care Technician

Supervisor:

Animal Care Supervisor

JOB DESCRIPTION

Summary:

Animal care technicians perform all duties involved in the daily care of animals 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 as well as their knowledge of 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 adoptability at intake, and conducting ongoing health checks
- Assist in maintaining the accuracy of animal identification records in the animal care areas
- Monitor and records drug usage and ensures 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 shelter facility and grounds
- May also be required to perform other duties as assigned by the shelter manager or executive director

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, control of handling of dogs, cats and other animals
- Candidates will also possess an understanding and recognition of common diseases, and considerable knowledge of safe procedures for handling animals

Requirements:

- Must have basic working knowledge of animal care requirements

EOE M/F/V/D

Signatures

This job description has been approved by all levels of management:

Executive Director _____

HR _____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee _____ Date _____