

THE LAURIE P. ANDREWS PAWS CENTER JOB DESCRIPTION

Position: Adoption Animal Care Technician

Classification: Full time, Non-exempt

Accountability: Adoption Manager

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Function:

Provide necessary services for the humane care of animals at the Center to include sanitation of animal housing areas, providing food, water and maintaining cleanliness of assigned area. Provide superior service to all customers by consistently delivering a remarkable PAWS experience for every guest or animal.

Essential Duties and Responsibilities:

- Feed animals regularly and ensure all animals have water at all times.
- Wash and disinfect all animal food and water bowls every day.
- Clean and disinfects inside and outside of assigned animal enclosures daily.
- Inspect all animal enclosures throughout the day to ensure that animal waste is picked up immediately or litter pans are emptied as needed.
- Wash and disinfect all animal carriers used for transport.
- Assist customers by providing polite informative assistance.
- Maintain adequate supply of newspaper and cat litter at all times when working with felines.
- Maintain a neat and orderly appearance of assigned work areas.
- Deliver animals to veterinary staff for medical procedures.
- Move animals from admitting area to adoptions when needed.
- Verify animal identification number matches documentation and ID collar prior to moving any animal.
- Provide continual monitoring of animals housed in the facility and reports any signs of illness or injury to the Veterinarian or Management staff.
- Medicate and administers first aid at the direction of the Veterinarian or Management staff.
- Assist in cleaning, sweeping, and mopping all areas of the facility.
- Wash laundry used in the bathing of animals and for animal bedding, as needed.
- Ensure door cards are displayed prominently on the cages and that animals removed from cages or kennels are returned to the proper location (check the ID number on the door card against the number on the animal's collar).
- Assist the customer with any assistance they may need regarding any animal, to include assisting customers with finding their lost pet or assisting potential adopters with a good adoptive match.
- Any other duties the Adoption Manager may assign.

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Qualifications & Physical Demands:

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to deal tactfully and effectively with staff, volunteers, and the general public.
- Ability to work independent of supervision and meet deadlines.
- Must have the willingness to handle fearful or under socialized animals.
- Basic knowledge of animal breeds and characteristics. Basic knowledge of animal health, nutrition, and humane care.
- Ability to lift 50 lbs.
- Have the ability to communicate the English language effectively in oral and written form.

Work Hours:

This position has varying working hours depending on department needs & scheduling of special events and the needs of the Center.

Education and/or Experience:

- High School Diploma or G.E.D. required.
- Basic knowledge of animal health, nutrition, and humane care desired.

Certificates, Licenses or Registrations:

- Must complete and obtain the A.C.T. Shelter Training Series certificate of completion.

Supervisory Responsibilities:

Volunteers and customers as necessary.