

Job Description

Position:	Animal Care Technician - Kennel
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Summary: Under general supervision of the Kennel Manager, performs routine and technical services relating to the maintenance, upkeep and improvements of the kennel and the health, care and well-being of the animals at the shelter; performs intake evaluations.

Direct Supervisor: Kennel Manager

Essential functions:

- Clean and maintain kennel areas of shelter to provide an odor free and low stress environment for the animals.
- Ensure welfare and proper care of animals within the shelter is maintained.
- Handle animals in the shelter, including difficult to handle and potentially dangerous animals.
- Provide animals with needed exercise, attention, love, food and water, hygiene, and grooming according to shelter protocols and guidelines.
- Maintain current knowledge of animals on premises, and accurately describe animals to the public using objective characteristics and behaviors.
- Monitor the health and well-being of the animals on an ongoing basis, rapidly identify any medical or behavioral concerns and immediately report to the Kennel Manager and/or veterinary staff as appropriate.
- Maintain accurate and complete records of animal care, including physical and behavioral condition, and medical and behavioral treatments performed.
- Administer daily medications and treatments according to instructions.
- Assist with medical and behavioral assessments.
- Pick up and sort kennel donations from front office area on a regular basis.
- Clean, organize and sort food shed regularly and other storage areas as needed.
- Safely conduct dog-to-dog introductions.
- Comply with established protocols regarding operation of the shelter.
- Work courteously and cooperatively with other staff members and volunteers. Work with co-workers to ensure positive communication.
- Provide excellent customer service.
- Interact professionally and compassionately in person and on the phone with members of the public, including individuals relinquishing animals and seeking information about lost animals, and potential adopters.
- Interact with the animals and talk with prospective adopters about them to make the best possible match.
- Approve or deny adoptions, and communicate with the applicant in a manner that maintains a courteous attitude even when declining a request.
- Ensure that equipment and materials are properly used and maintained.
- Attend staff meetings and trainings.
- Keep current with shelter events and program updates.
- Transport animals, cages and other equipment to and from other shelters, rescue organizations, and off-site events.

- Treat all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance and promote a humane and caring attitude toward all animals.
- Assist with humane euthanasia procedures; perform procedures when instructed and certified.
- Fill in for other areas and perform other tasks as needed, including at special events.

Knowledge, Skills & Abilities

- High school diploma or general education degree and six months' experience working with animals, or equivalent combinations of education and experience.
- Thorough knowledge of animal handling skills, animal behavior, and animal care.
- Ability to read and comprehend written instructions.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to effectively and professionally communicate with co-workers, volunteers, and the general public.
- Ability to perform basic math to calculate fees and understand medication dosages.
- Functional understanding of MS Office and internet applications; ability to learn PetPoint software.
- Ability to remain pleasant and calm even in stressful situations.

Certificates, licenses, registrations:

- Valid Oregon Driver's license required.

Physical demands:

- Must be able to bend, kneel, walk, stand, and reach for up to eight hours and to lift up to 50 lbs.
- Must be able to restrain and humanely handle animals.

Work environment:

- While performing the duties of this job, the employee is regularly exposed to noxious odors, fumes, and airborne particles (including allergens such as animal fur and dander); toxic or caustic chemicals; and potentially volatile situations which can present risk of violence or injury. The noise level in the work environment is usually moderate to loud.
- Allergic conditions, which could be aggravated when handling or working with animals; may be a disqualification.