

JOB DESCRIPTION – ANIMAL CARE SPECIALIST

Cat Haven Inc.
Cat Haven Adoption Center
Hours: 15-20 hours per week

Reports To: Shelter Manager
Compensation: \$10 per hour

SUMMARY

This is an hourly position and scheduled for 15-20 hours per week. The Animal Care Specialist will be responsible for helping the Shelter Manager and volunteer Shelter Caretakers and Helpers to care for the cats and maintain a healthy and enriching environment at the Cat Haven Adoption Center at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administer and sign off on all morning medications
2. Administer follow-up vaccines and dewormers
3. Fill in for shelter caretakers if absent and no replacement is available
4. Remove cats and clean all stainless steel cages (intake and URI rooms)
5. Sweep and mop on alternating days: (1) lobby, public hallways, URI room, large bathroom (2) small bathroom, medical intake room, break room, back hallway and laundry
6. Take care of ringworm room daily (food, water, scoop, medicate)
7. Assist with ringworm bathing and dipping of cats/kittens and sanitizing of room(s) (weekly and as needed).
8. Stock isolation and other areas with necessary supplies and medications
9. Keep all animal care areas clean and organized
10. Assign cleaning tasks and supervise volunteers
11. Transport cats to and from veterinary appointments as needed
12. Help to answer the phone and assist visitors to the Adoption Center as needed
13. Other tasks as assigned by Shelter Manager

WORK ENVIRONMENT AND SCHEDULE

The Animal Care Specialist works at the Cat Haven Adoption Center. The times may vary depending on daily requirements of the job. This position also works with an on-call schedule.

They are required to sign in and out daily on our timekeeping system, also signing out for their lunch break. They are paid twice a month via direct deposit.

QUALIFICATION REQUIREMENTS

Education and/or Experience:

1. College or technical degree/certification;
2. Two to four years animal welfare experience and/or training; or
3. Equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

1. Working knowledge of animal restraint and care techniques.
2. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, veterinarians and the public.
3. Ability to exercise sound judgment in evaluating situations and in making decisions.
4. Ability to effectively present information to the Shelter Manager and Operations Director.
5. Ability to master software programs/databases, including PetPoint, LiveImpact and Microsoft Office applications.
6. Ability to operate tools and equipment as required, including: first aid equipment, portable kennels and cages, hypodermic needles, syringes, electric clipper, office equipment, personal computer.
7. Ability to vaccinate/microchip cats and kittens or willingness to be trained to vaccinate/microchip.

Physical Demands:

1. Employee will frequently be required to stand, walk, sit, stoop, kneel, reach with hands and arms, climb and balance.
2. Employee must have close vision for computer work, examining animals for injury or parasites, locating a vein for blood draw, etc.
3. Employee must regularly lift and/or move up to 15 pounds and frequently lift or move up to 50 pounds.

Other:

1. Employee must have own automobile available for occasional use in their job duties and a valid driver's license and proof of insurance.
2. Employee must be willing to use personal cell phone for photography and to receive phone calls and text messages related to job duties.

Please submit resume to:

Rachel Holzhauser, Executive Director
rholzhauser@cathaven.org