



Central Brevard Humane Society Employee Position Description

POSITION: Animal Care Tech

DEPARTMENT: Kennel

REPORT TO: Kennel Manager

SALARY RANGE:

GENERAL STATEMENT OF RESPONSIBILITIES:

To provide a clean, healthy, safe environment for the animals placed in our care

SPECIFIC DUTIES:

Work directly under the supervision of the kennel manager

1. Perform all duties of the animal care technician and cross trained in cleaning and some office skills to assist when staff shortage occurs.
2. Assist in morning duties prior to opening.
3. Check all incoming animals and determine proper placement based on status, temperament, and / or health.
4. Performs Heartworm tests on dogs selected for adoption.
5. Perform Feline Leukemia and FIV tests on cats/kittens
6. Give proper inoculations and worming on all animal placed up for adoption. Groom all animals, which include, nail trim, bathing, ear cleaning, and temperature taking. Report any ear issues wound infections etc.
7. Medicate animals that are on medication, and treat any problems such as ear mites, fleas, ticks.
8. Help keep eye out for any problems such as behavioral problems, diseases or any other problems that might arise.
9. Conduct temperament testing on all dogs placed up for adoption.
10. Help perform humane euthanasia on animals selected by trained staff members.
11. Use specific behavioral training methods on designated dogs as recommended by Behavioral Specialist.
12. Assign volunteers and community service workers duties and make sure they are staying on task.
13. Shall perform any duties specified by kennel manager.
14. All other tasks as assigned.

POSITION REQUIREMENTS:

Education: High School or GED

Experience: one year in shelter setting is preferred

Skills: must be self-starter and able to follow direction, skillful in the handling of the animals. Able to work as team player in a fast paced work setting. Able to lift 50 lbs.

Uniforms: - Hospital scrubs top, Jeans, slack or scrubs bottom. (no torn, ripped or stained jeans). Closed Toed Non-skid rubber-bottom shoes. Nametags.

Rev. 6/29/11

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