

HUMANE SOCIETY OF HARLINGEN JOB DESCRIPTION

Position: Animal Care Technician

Classification: Part time, Non-exempt

Position Overview:

Animal Care Technicians are responsible for the proper care of all pets upon intake, including feeding, providing fresh water, record keeping and the cleanliness of cages, and kennel areas. In addition, the kennel staff also is responsible for the cleanliness of the shelter, play yards, around and throughout the kennel areas.

Personal Requirements:

- Genuinely enjoys working with animals and is able to work with them even when they are stressed, ill, or in pain.
- Can work unaffected in a fast paced environment
- Must be available to work weekends and holidays.
- Ability to work in an animal care facility where euthanasia is performed.
- Ability to lift animals and or items over 30lbs without assistance.
- Walk and or stand for extended periods of time.
- Working conditions: May be exposed to extreme weather conditions, unpleasant odors, noises and animal feces for extended periods of time.

Performance Expectations:

- Ability to work independent of supervision and meet deadlines.
- Must have the ability to handle fearful, under socialized, and vicious animals.
- Basic knowledge of animal breeds and characteristics. Basic knowledge of animal health, nutrition, and humane care.
- Have the ability to communicate the English language effectively in oral and written form.
- Has the ability to communicate effectively with adopters, volunteers, fosters, and other organizations.
- Can follow a regular schedule for cleaning and sanitizing all cages, runs, wards and related areas; changes litter boxes and food/water bowls.
- Understands the importance of prioritizing tasks and keeps oneself busy and productive during work shifts.
- Can maintain laundry for the shelter
- Responsible for pet introductions and behavior observations.
- Can notate and report any signs of unusual conditions or physical concerns to the medical team.
- Can notate and report any abnormal or inappropriate behavior problems.
- Can recognize and report any unusual condition or abnormal behavior.
- Can administer vaccines, monthly parasite prevention and microchips.
- Can properly restrain pets for vaccinations, microchip placement, and examinations.
- Understands and carries out daily check lists to maintain the shelter cleanliness, the equipment, and overall appearance of the shelter.
- Understands and carries out oral and written directions

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- Attend staff meetings and others as necessary.
- Work closely within a team and other departments to support the mission of The Humane Society of Harlingen

Teamwork/Attitude

- Can conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks.
- Can deal intelligibly, pleasantly and efficiently with visitors, often doing several things at one time.
- Maintains positive, cooperative relationships with other employees.

Performs other duties as assigned.

Work Hours:

This position has varying working hours depending on scheduling of special events and the needs of the shelter. This position requires weekend and holiday availability.

Age Requirement:

- 18 Years of age

Experience Requirement:

- Animal care background is desirable, but not required.
- Customer service experience is desirable, but not required

Education and/or Experience:

- High School Diploma or G.E.D. required.

Certificates, Licenses or Registrations:

- Must possess a valid, and unrestricted, Texas driver's license.
- Must be able to complete Fear Free training before the completion of the probationary period.