

JOB ANNOUNCEMENT

ANIMAL CARE TECHNICIAN

The Rockingham-Harrisonburg SPCA is seeking an Animal Care Technician. The animal care technician (ACT) is one of the most critical positions within our organization. ACT team staff are responsible for the daily husbandry, medical, and behavioral needs of the animals in our care. In addition to thorough daily cleaning of the kennels and engagement with the dogs, the Animal Care Technician also interacts regularly with staff, volunteers, and the public providing counseling to potential adopters.

The ideal candidate is a hardworking, highly motivated, honest, resourceful, team player, who enjoys working independently in a fast-paced environment to help us provide excellent care for the animals in our custody. The right person for this role should have commitment to and enthusiasm for our mission. Knowledge of animal breeds and behavior is helpful.

About the RHSPCA: Located in Harrisonburg, Virginia the RHSPCA is a private non-profit animal welfare organization with impoundment contracts for the City of Harrisonburg and Rockingham County. We receive on average 2,500 animals a year and are striving to create positive outcomes for the animals that come into our care.

You can submit resume and cover letter in the following ways:

In Person:

2170 Old Furnace Rd.

Harrisonburg, VA 22802

Via Email:

Subject: Animal Care Technician Resume

To: SSmith@rhspca.org

JOB DESCRIPTION

JOB TITLE: Animal Care Technician

DEPARTMENT: Shelter Operations

ACCOUNTABILITY: Animal Care Manager

FUNCTION: Under direct responsibility of the Animal Care Manager, the Animal

Care Technician's primary responsibilities include animal care and husbandry functions, engagement with potential adopters and volunteers and general cleaning functions.

DUTIES AND RESPONSIBILITIES

General:

1. Perform duties in a manner which encourages attainment of RHSPCA goals.
2. Work courteously and cooperatively with the staff, volunteers, fosters, adopters, partners and donors to ensure that all RHSPCA policies and procedures are followed and new ones implemented successfully.
3. Ensure quality care and humane treatment for the animals owned by the RHSPCA.
4. Participates in meetings with other staff members and shares ideas and suggestions designed to improve working conditions, welfare of pets and the organization.
5. Ability to multitask, take and follow directions, adapt, and accommodate to changing demands .
6. Good time management and oral and written communication skills, the ability to work well with others and a desire to learn.

Animal Care & Husbandry:

1. Responsible for cleaning and disinfecting of animal areas, equipment, general facilities cleaning and laundry per operational guidelines.
2. Practice safe and humane treatment of animals with interactions geared towards improving adoptability of the animals.
3. Provide for the medical and behavioral needs of the animals as instructed.
4. Provide proper care and feeding of animals in assigned area as directed by Standard Operating Procedures.
5. Stock supplies throughout the shelter and notify appropriate staff of supply needs.
6. Ensure that the kennel environment is safe for animals and people. Notify appropriate staff of repairs and maintenance needed on premises and assist with such repairs and maintenance as needed.

7. Notify appropriate staff of the health, behavioral and safety concerns of animals being cared for. Monitors and reports changes in disposition and health daily to appropriate staff.
8. Promote positive reinforcement training techniques.

Volunteer Engagement and Utilization:

1. Engage, assist and monitor volunteers and share knowledge with them to best utilize their time with the RHSPCA.
2. Communicate with the Animal Care Manager regarding ways to best utilize volunteer time.

Communication:

1. Facilitate client/animal interactions to ensure a safe and pleasant experience.
2. Provide counseling and matchmaking between prospective adopters and animals.
3. Inform clients of adoption processes and animal availability. Discuss animal's behavioral history with potential adopters.
4. Provide excellent people service and engagement to staff, volunteers, and the general public alike.
5. Communicate effectively, written and oral, to ensure pertinent information is exchanged in a productive and professional manner.
6. Proficiency with email and ability keep themselves abreast of new information shared via email.
7. Communicate with and work closely with RHSPCA shelter staff regarding people service (including customers, volunteers, fosters, veterinarians) and animal care.
8. Communicate well in person, via email and telephone with individuals within the organization and outside to ensure success of the programs.
9. Utilize ShelterLuv to access animal information and update records as instructed.

Flexibility in scheduling is a must. This position will include weekend and holiday work.

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities and activities may change at any time with or without notice.

TRAINING AND EXPERIENCE

Proficiency with Google email, Google calendar, Google documents. Comfortable learning new software programs and using online information systems.

Minimum of a high school diploma or equivalent preferred.

Previous experience working with animals is helpful but not required.

PHYSICAL REQUIREMENTS:

Ability to lift 35 lbs., stand for long periods of time, move quickly, work with and around animals (including diseased, injured and/or potentially aggressive animals), loud noises, chlorine or other chemicals, inclement weather along with evening, weekend and holiday work times.

COMPENSATION

This is an hourly position offering a starting rate of \$12/hr.

NATURE OF EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an offer of employment. It is the policy of the RHSPCA that employment for this position is at will, which means that employment for no specified term and the employee or agency may terminate that employment at any time without cause. This job description serves as a guide.

Printed Name: _____

Employee Signature

Date