

FLORIDA KEYS SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS, INC.

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Job Description

JOB TITLE:	Animal Care Associate	DEPARTMENT:	Animal Care
JOB CODE:	Non-Exempt	Pay Range: \$13.00-TBD	REPORTS TO: Director of Operations
JOB STATUS:	Part Time	WORK DAYS:	TBD
EDUCATION/ EXPERIENCE: (Required)	21 yrs. old minimum High School Equivalent	EDUCATION/ EXPERIENCE: (Preferred; may substitute for required)	Willing to become ACO Certified, Euthanasia Certified when appropriate

PRIMARY JOB PURPOSE includes the following. **(Other duties may be assigned.)**

Responsible for maintaining a safe and sanitary facility for animals and people and providing humane handling and care for all shelter animals. Assures all animals' nutrition, mental and housing needs are met on a daily basis. Provides exceptional customer service in all areas including the matching of animals for the purpose of facilitating adoptions. Also provides the examination of shelter animals prior to adoption and ongoing medical care while housed at the shelter.

REPRESENTATIVE TASKS & MAJOR RESPONSIBILITIES. **(Other duties may be assigned.)**

1. Maintains clean and sanitary conditions throughout the kennel area of the shelter on a daily basis.
2. Provides food, water, bedding and toys to shelter animals on a daily basis.
3. Notes areas in need of repairs and maintenance and informs Director of Operations.
4. Observes general health and behavior of shelter animals and reports concerns to Director of Operations.
5. Performs basic examinations and diagnostic tests, administers vaccine and wormer, and documents medical records of all shelter and foster care animals on appropriate documents and in animal shelter database (PetPoint)
6. Prepares surgery lists for monthly spay/neuters of shelter animals by visiting DVM; assists during surgery as needed
7. Transports animals to and from vet clinics for appointments
8. Provides supportive care and treatment for sick and injured animals
9. Maintains inventory of all medical supplies including controlled substances as is required by law and orders as necessary under the approval of the Director of Operations
10. Maintains files, records and statistics as needed
11. Conducts dog introductions, and behavior assessments; assists volunteers with dog walking duties
12. Conducts cat behavior assessments; assists volunteers with cat handling and cat care duties
13. Assists with the adoption and placement of animals. Approves adoptions, counsels potential adopters on responsible pet ownership and matchmaking.

Protecting Pets in Paradise

15. Attends weekly departmental meetings and participates in discussions.
16. Provides assistance to other departments as needed.
17. Participates in meetings with staff to review procedures, discuss workplace issues, and share ideas to improve animal care.
18. Participates in annual budget development for the Animal Care department.
19. Ensures the safety of animals, employees and customers.
20. Remains current on animal care and control issues
21. Other duties as assigned

ESSENTIAL DUTIES: To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.

1. Demonstrates exceptional attention to detail, courteous and professional demeanor and the ability to deal with difficult, stressful, emotional, demanding, uncooperative and sometimes uncooperative animals and/or situations.
2. Ability to clean cages and kennels involving stooping, bending, lifting and scrubbing. Moving of animals and handling of fractious animals.
3. Ability to think clearly, act quickly and utilize sound judgment in a variety of situations.
4. Excellent verbal, written and observational skills and ability to communicate effectively the policies & procedures of the FKSPCA internally and externally.
5. Ability to be self-disciplined, self-motivated and dedicated to follow through on task
6. Ability to participate in a cooperative environment amongst Animal Care staff and volunteers as well as other departments.
7. Ability to lift 50 pounds and operate all common office equipment and possess basic computer usage knowledge.
8. Ability to work in environments with possible exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, pathogenic substances, animal attacks or animal bites.
9. Ability to follow direction and/or instruction as given either orally or written.
10. Ability to humanely handle all species and work with all species, domestic and wild.
11. Ability to work daytime, evenings and weekends as assigned.

EMPLOYMENT DISCLAIMER: This job description is not a contract - management reserves the right to change its contents at any time. This organization complies with the guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer.

Signature _____ Print _____ Date _____