

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

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## *Job Description*

<b>JOB TITLE:</b>	Dog Care Associate	<b>DEPARTMENT:</b>	Animal Care
<b>JOB CODE:</b>	Non-Exempt	Starting Pay Rate: \$18.00	<b>REPORTS TO:</b> Kennel Supervisor & Dog Trainer
<b>JOB STATUS:</b>	Full Time	<b>WORK DAYS:</b>	TBD
<b>EDUCATION/ EXPERIENCE:</b> (Required)	21 yrs. old minimum High School Equivalent	<b>EDUCATION/ EXPERIENCE:</b> (Preferred; may substitute for required)	Willing to become ACO Certified

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

Responsible for maintaining a safe and sanitary facility for dogs, animals and people while providing humane handling and care for all shelter animals. Assures that the dogs nutrition, mental and housing needs are met on a daily basis. Provides exceptional customer service in all areas including the matching of dogs for the purpose of facilitating adoptions. Responds to calls for animal control as needed. Also provides the examination of dogs 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 areas 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 the Kennel Supervisor & Dog Trainer.
4. Observes general health and behavior of dogs and reports concerns to Kennel Supervisor & Dog Trainer.
5. Performs basic examinations and diagnostic tests, administers vaccine and wormer, and documents medical records of all shelter and foster care dogs on appropriate documents and in animal shelter database (PetPoint)
6. Prepares surgery lists for monthly spay/neuters of dogs by Shelter 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 dogs
9. Maintains inventory of all medical supplies including controlled substances as is required by law
10. Maintains files, records and statistics as needed
11. Conducts dog introductions, and behavior assessments; assists volunteers with dog walking duties
12. Will be cross-trained in all animal care and front office areas and expected to fill in when necessary.
13. Performs daily care, cleaning and enrichment of dogs and other areas as directed
14. Assists with the adoption and placement of animals. Approves adoptions, counsels potential adopters on responsible pet ownership and matchmaking.

### ***Protecting Pets in Paradise***

The Florida Keys SPCA, Inc. is a non-profit 501(c)(3) corporation, ID# 65-0891564. A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll-free 1-800-435-7352 within the state. Registration does not imply endorsement, approval or recommendation by the state.

15. Attends weekly departmental meetings and participates in discussions.
16. Responds to animal control calls, stray animal pickups, law enforcement requests. Holds on call emergency phone as required.
17. Provides assistance to other departments as needed.
18. Participates in meetings with staff to review procedures, discuss workplace issues, and share ideas to improve animal care.
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 \_\_\_\_\_