



## Humane Society of Sonoma County Job Description

|                             |                        |                    |                     |
|-----------------------------|------------------------|--------------------|---------------------|
| <b>Job Title:</b>           | Animal Care Technician | <b>Location:</b>   | Santa Rosa          |
| <b>Department:</b>          | Animal Care            | <b>Hours:</b>      | Variable            |
| <b>FLSA Classification:</b> | PT Non-exempt          | <b>Reports To:</b> | Animal Care Manager |

### SUMMARY

The Animal Care Technician ensures that all sheltered animals are provided the best possible care and attention while housed with the Humane Society of Sonoma County. Responsibilities include animal care, housing, cleaning, feeding, occasional bathing & grooming, providing environmental enrichment, and record keeping. Performs all the necessary functions in maintaining the shelter in a thoroughly clean and sanitary manner and assists the general public as required.

### DUTIES AND RESPONSIBILITIES

- Clean and disinfect all shelter animal housing areas, cages, and runs as necessary to maintain a safe and sanitary environment.
- Feed and provide fresh drinking water to all shelter animals.
- Mop floors; perform laundry, dishwashing, light maintenance, and other janitorial duties as assigned.
- Unload, store and restock equipment, supplies and feed in a proper manner.
- Monitor the daily health, safety, behavior and appearance of all shelter animals reporting anything that requires training and medical services.
- Give medication and supplements as prescribed by the Shelter Veterinarian.
- Maintain accurate and up-to-date records as required.
- Provide special care as needed or directed including walking dogs and moving animals throughout the shelter.
- Assist with holding animals during medical procedures as needed.
- Maintain a pleasant, professional, courteous and tactful position with co-workers and the public at all times.
- Assist the general public as requested, responding to inquiries of a general nature by telephone and in person.
- Complete classes scheduled by the Behavior & Training Department and Shelter Medicine.
- Actively support and promote the mission and goals of the Humane Society of Sonoma County ensuring a positive image, enhancing the operation of the organization, and improving the quality of life for animals.
- Perform other duties as assigned.
- Assist the general public in the admittance of their pet or stray animals through proper interviewing techniques and completion of all necessary paperwork.
- Perform minor medical tasks such as gross physical examination, sub-Q vaccinations, microchip implantation, oral general de-wormer and blood draw at time of admittance, if needed.
- Accurately and completely enter admission and any animal information utilizing the Shelter Buddy software.
- May be required to work at the Healdsburg Center as needed

### Supervision:

This position reports directly to the Animal Care Manager with secondary reporting to the Shelter Manager.

**KNOWLEDGE, SKILLS, AND ABILITIES**

- The ability to work independently as well as in a team environment.
- Must demonstrate self-motivation, responsibility, excellent interpersonal skills, and the ability to handle multiple tasks in a fast paced environment.
- Knowledge of domestic animal breeds, diseases, health care and basic animal behavior.
- Ability to properly lift animals, food, and supplies up to 50 pounds.
- Good oral and written communication skills.

**QUALIFICATIONS**

- Six (6) months related animal care experience preferred.
- Experience in humane animal handling, restraint and confinement.
- Willingness to work flexible days and hours, including evening shifts, weekends and/or holidays.
- May be required to work at the Healdsburg Center, as needed
- Ability to fulfill year-long commitment as Animal Care Technician

**PHYSICAL DEMANDS AND WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to interact with and handle animals.
- Ability to walk and/or stand throughout a normal workday.
- Must be able to communicate effectively (speak and listen).
- Must be able to lift, move, and carry objects and animals up to 50 pounds.
- While performing the duties of this job, the employee is regularly required to sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear; bend, reach, stoop, kneel, squat, and crawl; climb or balance. Use of arms above the shoulder is sometimes required.
- Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Allergic conditions, which would be aggravated when handling or working with animals may result in disqualification.

**Work environment:** The employee is generally working in a shelter environment and will be exposed to moderately loud noise levels (such as barking dogs, ringing phones), cleaning agents, bites, scratches, and animal waste. There is possible exposure to zoonotic diseases.

**NOTES**

Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date