

Job Title:	Canine Behavior Specialist	Location:	Santa Rosa
Department:	Canine Behavior & Training	Hours:	10-40 hours per week
FLSA Classification:	Part-time, Non-Exempt	Reports To:	Canine Behavior & Training Program Manager

SUMMARY

The Canine Behavior Specialist is responsible for monitoring the care of canines during their stay at the Humane Society of Sonoma County. This position is responsible for writing canine adoption recommendations, providing enrichment opportunities, assisting in adoption behavior consults and follow-up, execution of behavior modification plans, training and supervising Canine Care volunteers. Has a proven ability to think critically while gathering information resulting in a creative, objective canine behavior analysis. Must have excellent skills in force-free, science/reward-based dog training and canine behavior modification. The Specialist will work closely with volunteers, HSSC shelter staff and members of the public. Superlative customer service skills with both internal and external customers are required.

QUALIFICATIONS

- ✓ Experience working in an animal shelter environment with direct animal contact.
- ✓ KPA-CTP, equivalent certification, or comparable experience working with and training dogs in a professional capacity is a requirement.
- ✓ Fear Free certification a plus.
- ✓ High school diploma (or equivalent) required.
- ✓ Bachelor's or associate degree preferred.
- ✓ Must hold a valid CA driver's license, have dependable transportation, and be able to provide proof of insurability.
- ✓ Able to work a flexible schedule which will include weekends and evenings.

KNOWLEDGE, SKILLS, AND ABILITIES

- ✓ Knowledge of canine health and behavior issues, particularly those common in a shelter environment.
- ✓ Keen understanding of canine body language.
- ✓ Ability to develop and carry out behavior modification and training plans while following LIMA and LIFE protocols.
- ✓ Shows a history of staying current with the latest science-based methods of working with canines.
- ✓ Proven ability to communicate professionally and creatively through writing and speaking.
- ✓ Strong critical thinking and problem-solving abilities.

- ✓ Working knowledge of Microsoft Outlook/Excel/Share Point is required.
- ✓ Experience with Shelter Buddy a plus.
- ✓ Experience with YouTube and other social media a plus.
- ✓ Must be able to manage multiple priorities while working in a changing environment.
- ✓ Must work well with volunteers and staff by applying patience and understanding in all situations.
- ✓ Must have the ability to remain calm and tactful while interacting with internal and external customers regarding canine behavior.
- ✓ Ability to remain calm during intense and emotional situations with humans and canines.

DUTIES AND RESPONSIBILITIES

- Analyze dog observations and write adoption recommendations.
- Write and execute Behavior Modification and/or training plans for canines.
- Analyze enrichment needs of canines and create an action plan.
- Supervise Play Groups, Out and Abouts, K9X and all shelter dog classes.
- Monitor and update the dog walking board throughout the day.
- Support the Animal Care Technicians and CCV volunteers in walking dogs.
- Write SOAPs, foster and alternative placement requests.
- Review, update and copy the dog walking notes into Shelter Buddy.
- Review and copy any reported dog observations into Shelter Buddy.
- Communicate to other staff about incident reports and bite quarantines.
- Communicate to volunteers about medical or behavioral updates.
- Provide behavior consultations and assist with dog introductions for adoptions.
- Provide follow-up post-adoption consultations for behavior dogs within 24 hours.
- Video/photograph/create content of canines for HSSC's social media as needed.
- Assist Shelter Medicine with behavior dog exams and handling advice.
- Fit dogs with equipment, collars and leashes appropriate to their needs.
- Clean up urine and feces as seen in habitats and yards.
- Clean and monitor all play yards, restock toys and equipment.
- Clean, restock and organize the Behavior and Training Office, the Volunteer Lounge, the Multi-Purpose room and the Training Room.
- Provide support and encouragement to CCV volunteers by restocking treats, helping with computer issues, coaching and communicating appreciation at every opportunity.
- Train and coach CCV volunteers as directed by supervisor.
- Attend weekly staff meetings.

Other Essential Duties:

- Attend Shelter Committee meetings as assigned by supervisor.

- May be required to attend Grand Rounds or Management meetings on behalf of the Canine Behavior and Training Manager.
- Write Behavior Euthanasia requests when assigned by supervisor.
- Transport animals when needed in a HSSC vehicle or travel to other animal welfare agencies to transport canines.
- Be available to work at either HSSC's Highway 12 location or the Healdsburg Center.
- Be punctual and consistent in the performance of tasks associated with this position.
- Other duties as assigned by supervisor.

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 animals.
- Must be able to do phone or computer work for blocks of time.
- Must be able to communicate effectively (speak and listen).
- Must be able to lift and move objects and animals up to 50 pounds.
- Must be able to sit; stand, walk, use hands to handle objects/operate keyboards and telephones; reach with hands and arms; talk and hear.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

Work Environment

A blend of standard office environment, both indoor and outdoor shelter kennels, play yards, indoor training rooms and outdoor training yards.

Working directly with animals (some with unknown temperaments and behaviors including dogs, cats, and small pets), staff, volunteers and the public.

Potential for exposure to parasites or infectious diseases that can be carried or transmitted by animals.

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