



CHARLOTTESVILLE-ALBEMARLE SPCA JOB DESCRIPTION

Position: Dog Care Lead
Job Status: Exempt
Reports to: Animal Care Manager
Revision Date: 09/1/2017

Summary:

Leads a team of Dog Care Specialists with confidence and positivity, ensuring safe, efficient and humane care and treatment of all canines in the custody of the CASPCA.

Essential Duties and Functions:

- Provides oversight for all activities performed by the Dog Care Specialists to ensure protocols related to proper care, cleanliness and humane treatment are followed at all times.
- Determines staffing requirements; hires and trains Dog Care Specialists. Manages dog care staff, conducts employee evaluations, staff development, corrective action of employees as necessary.
- Implements staff trainings and continuously strives to improve staff efficiency and knowledge.
- Leads the Dog Care team in providing adoption support to customers and Front Desk adoption counselors.
- Coordinates the placement and movement of all canines efficiently and strategically throughout the facility, to aid in the reduction of animal stress and lower length of stay.
- Updates and maintains accurate canine records in the CASPCA database, and ensures Dog Care staff's data entry into shelter database is prompt, objective, and clear.
- Maintains accurate records and completes monthly statistic reports.
- Maintains updated Pet Profiles updated for canines on extended stay at CASPCA.
- Implements trainings and behavior modification as directed by the Animal Care Manager.
- Directs dog volunteers to ensure all are properly trained, supervised, and following safety procedures.
- In tandem with clinic staff, conducts daily rounds to assess well-being of canines in custody.
- Performs inspections to ensure safety/cleanliness of the work environment is maintained at all times.
- Liaises with other department leads respectfully and effectively in order to improve dog care operations and knowledge.
- Works cooperatively with all customers, employees, volunteers and vendors.
- Cultivates positive internal and external customer relations through professional, courteous, and educational interactions while actively promoting our mission, services, programs and events.
- Ensures the availability of necessary resources and tools for quality animal care, and maintains both an organized and strategically arranged work space.
- Ensures a safe work environment; follows all safety guidelines and models safe work practices.
- Ensures that all VDACS animal facility regulations are followed.
- Remains positive and mission focused while under stress.
- Performs other duties as assigned.

Physical Requirements and Work Environment

- Must be able to lift and transport materials weighing up to 60 pounds.
- Must be able and willing to handle animals effectively and humanely.
- Must have a high level of manual dexterity.
- Must be able to repeatedly bend and squat.
- Must be able to stand for significant periods of time.
- Will have exposure to disinfectant solutions.
- Subject to animal bites and scratches while handling animals.
- Rabies (pre-exposure) inoculations are required or must be waived.
- Must be available to work weekends and holidays on a regular basis.
- Must be in good physical and mental health with no allergic condition, which might be aggravated by exposure to animals.

Qualifications:

- Associate’s Degree required
- Management experience preferred
- Animal Care experience preferred
- Volunteer management experience preferred
- Excellent communications, public relations, supervisory and written skills
- Shows maturity, good judgement, and performs duties in a professional manner.
- Demonstrated capability to be a self-starter, facilitator, organizer and innovator.
- Ability to work independently, and plan and implement projects with little supervision.
- Confidence with MS Office, and ability to quickly adapt to new software and systems.
- Valid Virginia Driver’s License in good standing.

Employee Acknowledgement:

Signature of Employee: _____ Date: _____

Print Name: _____