



Charlottesville Albemarle SPCA Job Description

Position: Dog Care Specialist
Job Status: Non-Exempt
Reports to: Lead Dog Care Specialist
Revision Date: 5/23/2017

Summary:

Primarily responsible for providing routine animal care, facility cleaning, customer service and related duties.

Essential Duties and Functions:

- Follows established cleaning protocols to provide a high level of care to all shelter animals which include daily feeding, watering and cleaning/sanitization of enclosures.
- Assists in cleaning and maintenance of facilities and grounds.
- Participates in stress and disease reduction efforts through shelter enrichment and compassionate handling of animals in the shelter environment.
- Observes dog behavior, appearance and activity for general physical condition, obvious signs of illness, disease or discomfort.
- Assists with dog intake, monitoring, behavior evaluations and/or medical treatments as requested.
- Operates laundry, cleaning and other equipment.
- Updates and maintains accurate animal records in the CASPCA database.
- Works cooperatively with all customers, employees, volunteers and vendors.
- Ensures a safe work environment by following all safety guidelines and model safe work practices.
- Assists customers with the pet adoption process by facilitating customer/animal interactions to ensure a safe and pleasant experience, accurately answering questions and providing guidance.
- Maintains equipment in good working condition and reports needed repairs or replacements.
- Follows all VDACS animal facility regulations.
- Performs other duties as assigned.

Qualifications:

- High School Diploma or GED.
- Ability and willingness to work directly with animals, including those that may be ill-tempered.

Employee Acknowledgement:

Signature of Employee: _____ Date: _____

Print Name: _____