



## 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 cats which includes daily feeding, watering and cleaning/sanitization of enclosures.
- Participates in stress and disease reduction efforts through shelter enrichment, socialization, and compassionate handling of cats in the shelter environment.
- Updates and maintains accurate animal records in the CASPCA database.
- Observes animal behavior, appearance, and activity and monitors for indicators of illness, disease or discomfort.
- Assists with animal intake, monitoring, behavior evaluations and/or medical treatments.
- Operates laundry, cleaning, dishwashing and other equipment and assists in cleaning of general areas in the facility.
- Works cooperatively with all customers, employees, volunteers and vendors, and counsels as needed to potential adopters.
- 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.

### **Physical Requirements and Work Environment**

- Ability to lift and transport materials weighing up to 50 pounds.
- Ability to handle animals effectively and humanely. Must be comfortable handling and moving large dogs.
- Have a high level of manual dexterity.
- Must be comfortable dealing with a wide array of animal behaviors and personalities.
- The ability to bend and squat.
- The ability to stand for significant periods of time.
- Exposure to disinfectant solutions.
- Subject to animal bites and scratches while handling animals.
- Consistently exposed to animals and animal allergens.

- Rabies (pre-exposure) vaccinations are required or must be waived.
- Must be available to work weekends and holidays as deemed necessary.

**Qualifications:**

- Associate's Degree preferred
- Animal care experience preferred
- Ability and willingness to work directly with all cats in care.
- Must be highly motivated and detail oriented.
- Exhibits a professional, positive, and upbeat manner.
- Conveys compassion, patience, and understanding with all animals in shelter care.
- Must be a team player and self-starter, able to work in a fast-paced environment with minimal supervision, and display strong communication skills.
- Valid Virginia Driver's License

**Employee Acknowledgement:**

Signature of Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_