



Charlottesville Albemarle SPCA Job Description

Position: Animal Care Specialist

Job Status: Non-Exempt

Reports to: Animal Care Manager & Animal Care Assistant Manager

Revision Date: 8/27/2018

Summary:

Primarily responsible for providing routine animal care, maintaining clean and safe housing areas for the animals in 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 includes daily feeding, watering and cleaning/sanitization of enclosures.
- Participates in stress and disease reduction efforts through shelter enrichment, socialization, and compassionate handling of all animals in the shelter environment.
- Observes animal behavior, appearance, and activity and monitors for indicators of illness, disease or discomfort.
- Assists with health monitoring and behavior evaluations.
- 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.
- 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.
- Must be available to work weekends and holidays as deemed necessary.

Qualifications:

- High school diploma or GED.
- Animal care experience preferred.
- Ability and willingness to work directly with all animals 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