



Job Title: Animal Care Specialist
Department: Operations
Reports To: Animal Care Manager
FLSA Status: Non-Exempt

MISSION AND VISION STATEMENTS: The Oconee Regional Humane Society (“ORHS”) is dedicated to bringing people and adoptable companion animals together for lifelong relationships through rescue and adoption programs, while reducing animal over population in our community through affordable spay/neuter programs. We envision a community where every adoptable cat and dog has a safe and loving forever home, and pet owners understand what it means to be responsible and compassionate for their companion animals.

Summary

The Animal Care Specialist provides humane care for sheltered animals by feeding and caring for animals, cleaning and maintaining kennel facilities and providing information regarding animal care and department services. Provides quality animal care and customer service in accordance with ORHS mission, goals and philosophy.

Duties & Responsibilities:

- Provides kennel animals with adequate food and water on a daily basis and in a timely manner
- Observes animals to ensure proper feeding and reports any signs of illness or behavioral problems to supervisor on duty
- Checks animal feed and medication sheets throughout the day to ensure animals are fed and medicated properly or seen by the veterinarian as necessary in assigned sections
- Provides constant humane care and handling of the animals in kennel areas
- Cleans and sanitizes animal kennels for disease control
- Conducts routine “spot” checks and cleaning throughout the day
- Maintain a humane and caring attitude towards the animals at all times
- Reports any damaged equipment or need for repair to supervisor on duty
- Assists in stocking food and all supplies as needed
- Assists in stocking cleaning supplies as needed
- Ensures quality customer service to patrons who visit or call the shelter
- Works closely with staff and volunteers to accomplish departmental and ORHS goals
- Fosters teamwork and provides assistance to department staff and volunteers
- Perform animal bathing, grooming, and nail trims as directed
- Other duties as assigned

Qualifications:

- High school diploma or GED equivalent
- Basic computer knowledge in a Windows environment
- Experience as an Animal Care Specialist or related position in an animal shelter or animal care environment preferred
- Knowledge of animal diseases, medications and treatment protocols preferred

Physical Requirements:

- Must be at least 18 years of age
- Must be able to stand, walk, bend, and stoop frequently
- Must be able to perform prolonged strenuous physical activity including lifting and carrying objects weighing up to 50 pounds with reasonable accommodations
- Must be able to work outside in a variety of weather conditions
- Must be able to work in a high noise level area



- Requires humane handling of animals and the safe handling of cleaning supplies, chemicals, and equipment in compliance with safety rules and in accordance with SDS rules
- Flexible schedule to include nights, weekends, and holidays as needed

ORHS is an equal opportunity employer and considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

DISCLAIMER: This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees are required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an “at-will” relationship.

ACKNOWLEDGEMENT

I have received, reviewed, and fully understand the job description for the Animal Care Specialist position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signature

Date