

BANGOR HUMANE SOCIETY

Position Description

Job Title: Animal Care Technician

Status: Non-exempt, Full-time or part-time

Overseen by: Director of Animal Care, Director of Medical Services

Reports To: Executive Director

POSITION SUMMARY:

The Animal Care Technician is responsible for ensuring that all animals entering the shelter receive thorough health and behavior examinations and are dispositioned accordingly. Responsibilities include daily monitoring of animals, cleaning and feeding, alerting medical care staff to changes in physical health or behavior, and seeking appropriate veterinary medical care when necessary.

Qualifications:

- Commitment to the mission and philosophies of the Bangor Humane Society.
- Solid interpersonal and communication skills.
- Adequate reading, writing and documentation skills.
- The ability to work a flexible schedule.
- Adequate vision and hearing necessary to perform the essential functions of the job.
- Physical skills, including the ability to run, squat, stoop/bend, kneel, climb stairs, lift at least 50lbs. (or ¼ own body weight) and push or pull against potential resistance.
- High school diploma and previous experience working with animals or in a customer service role is preferred.

The right candidate must present a positive and professional image of the organization when interacting with members of the public both in person and over the phone.

RESPONSIBILITIES:

- Maintain the absolute best quality of cleanliness in immediate working areas; exam rooms, receiving, isolation, quarantine, grooming, and public facing kennels.
- Ensure that all animals have a smooth introduction into the shelter with minimal stress.
- Conduct animal exams in a manner that is calming to the animal.
- Perform thorough health and behavior evaluations on all animals received into the shelter. May include administering vaccinations and dewormer.
- Consult with Director of Medical Services regarding direction of medical treatment when needed.

- Work closely with all other Animal Care Technicians, under the direction of the Director of Animal Care or Director of Medical Services, to make decisions regarding the disposition of animals.
- Monitor the health of the animals individually and as a group to maintain a healthy shelter population.
- Ensure that all paperwork pertinent to your job function is complete and correct, done in a timely manner based on direction from the Director of Animal Care.
- Conduct diagnostic tests including FeLV tests and microscopic fecal exams.
- Administer medications and perform medical treatments as directed by staff Veterinarian and Director of Medical Services.
- Conduct daily AM rounds to monitor and document the health of the shelter population.
- Clean animal housing/kennels, pet dishes, litter pans; sweep/mop floors; laundry duties; feed animals according to shelter protocol; bathe and groom animals when necessary.
- Stock supplies in work areas.
- Transport animals to and from vet offices, other shelters and groomers when necessary.
- Other duties as assigned.

Physical Requirements

Physical Requirements	0 – 24%	25-49%	50-74%	75-100%
Seeing: Read documents and computer screen				X
Hearing: Communicate via telephone and in person				X
Standing / Walking				X
Climbing/Stooping/Kneeling				X
Fingering/Grasping/Feeling: write and use keyboard and telephone				X

Lifting: minimum of 50lbs				X

I have reviewed this job description and can perform the essential functions of the job, with or without accommodation.

Employee Signature: _____

Date: _____