



JOB DESCRIPTION – ANIMAL CARE SPECIALIST

**Cat Haven Inc.
Cat Haven Adoption Center**

**Reports To:
Compensation:
Hours:**

**Shelter Manager
\$10 per hour
Part-Time
24 hours per week**

SUMMARY

This is a part-time position (6 days per week, 8:00 a.m. to noon). The Animal Care Specialist will be responsible for helping the Shelter Manager and volunteer Shelter Caretakers and Helpers to care for the cats and maintain a healthy and enriching environment at the Cat Haven Adoption Center at all times.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Administer and sign off on all morning medications
2. Administer follow-up vaccines and dewormers
3. Fill in for morning caretaker if absent and no replacement is available
4. Remove cats and clean all stainless steel cages (intake and URI rooms)
5. Sweep and mop on alternating days: (1) lobby, public hallways, URI room, large bathroom (2) small bathroom, medical intake room, break room, back hallway and laundry
6. Take care of ringworm room daily (food, water, scoop, medicate)
7. Assist with ringworm bathing and dipping of cats/kittens and sanitizing of room(s) (weekly and as needed).
8. Stock isolation and other areas with necessary supplies and medications
9. Other tasks as assigned by Shelter Manager

WORK ENVIRONMENT AND SCHEDULE

The Animal Care Specialist will work six days per week (day off is Thursday) from 8:00 a.m. to noon at the Cat Haven Adoption Center. They will be required to sign in and out daily on Volgistics and will be paid twice a month via direct deposit on the second business day after mid-month and month's end.

QUALIFICATION REQUIREMENTS

Education and/or Experience:

1. College or technical degree/certification;
2. Two to four years animal welfare experience and/or training; or
3. Equivalent combination of education and experience.

Necessary Knowledge, Skills and Abilities:

1. Working knowledge of animal restraint and care techniques.

2. Ability to establish and maintain effective working relationships with subordinates, peers, supervisors, veterinarians and the public.
3. Ability to exercise sound judgment in evaluating situations and in making decisions.
4. Ability to effectively present information to the Shelter Manager and Operations Director.
5. Ability to master software programs/databases, including PetPoint, Volgistics and Microsoft Office applications.
6. Ability to operate tools and equipment as required, including: first aid equipment, portable kennels and cages, hypodermic needles, syringes, electric clipper, office equipment, personal computer.
7. Ability to vaccinate/microchip cats and kittens or willingness to be trained to vaccinate/microchip.

Physical Demands:

1. Employee will frequently be required to stand, walk, sit, stoop, kneel, reach with hands and arms, climb and balance.
2. Employee must have close vision for computer work, examining animals for injury or parasites, locating a vein for blood draw, etc.
3. Employee must regularly lift and/or move up to 15 pounds and frequently lift or move up to 50 pounds.

Other:

1. Employee must have own automobile available for occasional use in their job duties and a valid driver's license and proof of insurance.
2. Employee must be willing to use personal cell phone for photography and to receive phone calls and text messages related to job duties.

Please submit resume to:

Abby Santini, Operations Director
asantini@cathaven.org