

# **Elmbrook Humane Society, Inc.**

## **JOB DESCRIPTION**

Title: Animal Care Lead

Reports to: Director of Animal Care and Field Services

Exempt Status: Non-exempt

## **PURPOSE OF THE JOB**

To ensure the well-being of all animals cared for by Elmbrook Humane Society (EBHS). To serve as the liaison between animal caregivers and the Director of Animal Care and Field Services. To maintain a commitment to the philosophies and policies of EBHS in the performance of his/her duties and respect the dignity and basic rights of each animal. To support the mission of EBHS.

## **JOB RESPONSIBILITIES**

- Assist with establishing and maintaining policy and procedure for animal care housing, husbandry, exercise, socialization, and medication administration according to industry standards for animals under the care of EBHS.
- Assist with maintaining accurate paperwork including but not limited to medical records, adoptions, strays, surrenders, wildlife, and euthanasia including both manual and electronic record keeping.
- Provide guidance and directive to animal care staff in the absence of the Director of Animal Care and Field Services.
- Assist with ensuring compliance with DATCP Dog Breeder and Seller licensing and inspection procedures, including establishing and maintaining relevant policy and procedure, managing the coordinating of CVIs and documentation as required by Act 90.
- Work with behavior staff in the evaluation of health and behavior of animals and determine appropriate paths to disposition.
- Assist with coordinating the transfer of animals to/from Rescue and Shelter Partners with consideration for individual animal needs, medical and behavior considerations, adoption trends, and kennel space.
- Assist with processing adoption applications and the communication and follow-up for adoption matches, non-matches, and denials, in conjunction with the Customer Relations Manager.
- Assist with providing pre-surrender counseling to ensure customers' understanding of EBHS services and alternatives to surrender.
- Assist with providing feline behavior problem counseling to cat owners (both adopters and the general public.)
- Assist with development of TNR program.
- Participate in organizational committee initiatives.
- Assist with providing support to the Volunteer Coordinator in the supervision of animal care volunteers.
- Act as Animal Caregiver, Adoption Counselor, Animal Control field officer, and Customer Relations Associate, as needed.
- Participate in rotational pager duty as required to include capture, pick-up, and transport of domestic and wild animals.
- All other duties as assigned.

## **QUALIFICATIONS**

- Appropriate technical degree or equivalent work experience.
- Euthanasia Certification or ability to obtain certification.
- Management experience preferred.
- Professional public image.
- Able to work with minimal supervision.

- Experienced animal handling skills.
- Proven customer service skills.
- Computer literate and ability to operate office equipment.
- Excellent oral, written, and organizational skills with attention to detail.
- Able to work flexible hours, which may include evenings, weekends, and holidays.
- Able to lift and carry animals, equipment, and supplies in excess of 50 pounds.
- Valid Driver's License.
- Passion for issues relating to animal welfare.

## **WORK ENVIRONMENT**

- Physical demands include:
  - lifting and moving animals and cages.
  - administering dangerous and lethal drugs.
  - frequent movement, including but not limited to standing, walking, stooping, carrying heavy loads, movement of cages, restraining active animals, and operation of motor vehicle.
- Working conditions include:
  - possible exposure to dangerous, diseased, frightened, and injured animals.
  - possible exposure to potentially harmful chemicals and drugs.
  - working with strong cleaning agents on wet surfaces.
  - indoor and outdoor work in all weather conditions.
- Emotional demands include:
  - euthanasia.
  - animal abuse.
  - animal neglect.

*Elmbrook Humane Society is an Equal Opportunity Employer.*