**JOB DESCRIPTION**

**Title:** Animal Care Specialist

**Reports to:** Animal Care Manager

**Classification:** Part and Full time/hourly

General Description: Animal Care Specialists are responsible for ensuring the wellbeing of Humane Fort Wayne’s shelter pets by providing all of their day-to-day care. This includes direct animal interaction with both canines and felines, maintenance of a hygienic and sanitary environment, monitoring inventory of products and supplies, and regular communication with our behavioral and veterinary teams. Additionally, Animal Care Specialists are responsible for facilitating adoptions by introducing animals to potential adopters, ensuring a good fit between adopter/animal, and completing necessary contracts and documentation with the adopters.

**Essential Functions:**

* Follow all established animal care protocols and procedures
* Ensure that all shelter pets are well cared for, have adequate food and water, have clean and dry kennels/blankets/toys, have adequate exercise, and have opportunities for elimination and socialization
* Maintain clean, sanitary and hygienic conditions for all shelter pets
* Monitor inventory/supply levels on a daily basis
* Facilitate adoptions by introducing pets to adopters, ensuring a good fit, completing contracts and follow-up documentation
* Communicate regularly with the Behavioral and Veterinary teams with questions/concerns.
* Other duties as assigned by the Animal Care Manager

**Knowledge, Skills, and Abilities:**

* Possesses sight/hearing senses or use prosthetics that will enable these senses to function adequately to meet the requirements of the position.
* Be in good general health.
* Be capable of strenuous physical activity, including walking, running, stooping, bending, pushing, pulling, cleaning, climbing a ladder, lifting up to 50 pounds, and handling large and/or difficult animals.
* Have experience in Microsoft Office applications (particularly Excel and Word), Microsoft Windows operating systems, email and the Internet.
* Be able to read, write, and speak the English language fluently and correctly.
* Be able to communicate skillfully and effectively with staff, volunteers, and the community in a professional, respectful manner.
* Be able to perform multiple tasks in an organized and efficient manner.
* Be able to operate mechanical equipment such as a telephone, computer keyboard and mouse, calculator, and copy machine.
* Be able to operate a large motorized vehicle.
* Be able to maintain a professional appearance and demeanor.
* Be able to handle difficult situations in a courteous manner.

**Working Conditions:**

* Will need to handle frightened and dangerous animals.
* Will be exposed to: dangerous animals, animals with infectious diseases, infectious/hazardous waste, animal waste products, hazardous chemicals and cleaning products.
* May be subject to frequent interruptions.

**Minimum qualifications:**

* Three years experience in animal care.
* Current Tetanus vaccination.
* Current active driver’s license with reliable transportation.

Updated 7/30/21

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Employee Signature & Date