



Position Title: Animal Care Specialist

Reports to: Director of Animal Care

Position Summary

The animal Care Attendant is responsible for providing day to day care and enrichment for any animals residing at the Center. This position works closely with the public by providing assistance during adoptions, intake, phone call support, as well as emergency or after hours support to the Sheriff's Department. Animal Care Attendants work closely with the animals by walking, cleaning, feeding, medicating, and providing enrichment to them, this includes every type of animal being housed at SPCA of Bradley County.

SALARY AND SCHEDULE

- **Rate: \$8.50/hour**
- **Classification: Hourly**
- **Full time position; Ability to work at the facility any weekends, evenings, and holidays requested**

ESSENTIAL DUTIES AND RESPONSIBILITIES

This position description in no way states or implies that these are the only duties performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.

- Provide daily care to dog and cats residing at the Center (feeding, cleaning, sanitizing, etc)
- Observe any behavioral changes or medical needs and report them to the Animal Care Lead
- Provide any necessary medical treatments
- Assist in providing daily enrichment for all pets (toys, walks, frozen enrichment, etc)
- Provide top notch customer service to adopters, callers, and citizen surrenders
- Intake animals by getting necessary information, entering it into Shelter Buddy, and giving any medically necessary intake vaccines, dewormers, or treatments.
- Create a welcoming experience for clients, agencies, and sponsors looking to adopt, support or otherwise engage and partner with SPCA BC
- Continuously monitor and work with other staff to reduce the average length of stay for each animal.
- Support the Director of Animal Care and the Animal Intake and Placement Manager in preparing and assessing statistics vital to assessing the success of all placement programs and opportunities.
- Support a healthy, compassionate and professional culture among staff.
- Demonstrate a commitment to team building through modeling a positive and respectful attitude toward all employees, volunteers and partners.
- Promptly answer phones and provide accurate information to callers.
- Collect and account for all donations/fees and complete donation receipts in an accurate and timely manner and according to established protocols. Maintain confidentiality and highest degree of integrity with respect to every financial transaction.
- Perform other duties as assigned by the Director(s).

Job Qualifications and Skills

- Ability to exercise good judgment and decision making when dealing with staff and the public.
- Proven organizational skills with outstanding attention to detail (effective record keeping ability)
- Ability to learn humane animal handling skills and knowledge of animal behavior
- Ability to operate all equipment, tools, technology, vehicles and other materials relevant to the job.
- Able to demonstrate a high degree of independence, initiative and organization.
- Must be 18 years of age or older with an insurable driving record and valid driver's license

Education and Experience Required

- High school Diploma or equivalent required
- Animal welfare experience preferred

Physical Demands and Working Conditions The conditions described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Potential exposure to high noise levels, zoonotic diseases, and animal bites/scratches when handling animals.
- Must be able to lift over 50 pounds, up to 100 pounds with assistance.

SPCABC is an equal opportunity employer. This company considers all candidates regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status. SPCABC values diversity in our workforce.