



LARIMER HUMANESOCIETY

## Animal Care Technician – Lead

<b>Job Title:</b>	Animal Care Technician (ACT) - Lead
<b>Department:</b>	Shelter - 02
<b>Job Classification:</b>	Full-Time, Hourly, Non-Exempt Position
<b>Job Relationships:</b>	Reports to Animal Care Supervisor(s) and Shelter Supervisor. Provides formal assistance in supporting and training team members, assigned volunteers and Community Service volunteers. Assists supervisors(s) with department operations as required.

The Animal Care Technician (ACT) Lead is responsible for performing the duties of an ACT and assisting supervisors in providing support and training for team members and volunteers. The position requires a working knowledge of a wide range of policies, protocols and procedures and serves as a role model for safe working practices, attendance and punctuality and adherence to the Standards of Professional Conduct. As with all ACT positions, the Lead position duties involve a significant amount of physical labor. Animal Care Leads are chartered with assisting with staff and volunteer training as assigned and are generally full-time in support of animal care hours (Monday - Friday 7AM - 7:30PM and Saturday - Sunday 7AM - 5:30PM). Work shifts vary and include at least one weekend shift. This is an internal promotion opportunity and applicants must be meeting the performance, behavior and safety expectations set forth by Larimer Humane Society.

### **Major Duties and Responsibilities**

- Performs the duties of an Animal Care Technician and serves as a department role model. Work includes daily cleaning of kennels, cages, and public areas and following disease control protocol to ensure a safe, healthy environment
  - Models constant awareness of safety and safe working practices. Is animal handling certified and consistently performs duties in a manner that maximizes personal safety and that of others and the animals, follows safety procedures, reports situations that may lead to accidents or injuries, and reports on-the-job injuries immediately
  - Is vaccination certified and administers animal vaccinations, medications, and treatments as directed
  - Informs Veterinary Staff, Behavior Coordinators, and/or Supervisor(s) about animal health or behavior concerns
  - Provides assistance for the front desk as liaison and/or adoption counseling and enters data into Chameleon as needed
  - Is euthanasia certified and performs euthanasia of shelter animals as assigned
  - In absence of supervisor(s) or manager, assigns tasks to ACT team members
  - Supports supervisor(s) by providing direction and training assistance to team members and volunteers as requested and serves as a team member resource for cleaning and animal care protocols and procedures
  - Participates in cross-training of other department members as requested
- Adheres to the Standards of Professional Conduct and maintains attendance and punctuality expectations

### **Other Duties/Responsibilities**

- Assists Behavior Department and conducts behavior assessment and other tasks as required
- Consistently models for peers and volunteers safe working habits, the Standards of Professional Conduct, and attendance and punctuality
- Assists department supervisors in evaluating and implementing volunteer and staff training needs
- Participates in department interview process as requested
- May provide transportation of shelter animals as needed
- May serve as a member of the Shelter Team

- Attends meetings and serves on committees as required
- Performs other duties as assigned

**Job Qualifications:**

**Education/Experience:** Must meet the basic requirements for an ACT position plus have a minimum of 6 months Larimer Humane Society Animal Care Technician experience. Must be animal handling, vaccination and euthanasia certified through Larimer Humane Society and have a minimum of 3 months post-certification euthanasia experience. Experience assisting other ACTs with learning processes and procedures. Solid experience and performance in modeling attendance, punctuality, safety and the Standards of Professional Conduct required.

**Knowledge:** Working knowledge of all aspects of the ACT position. Knowledge of Larimer Humane Society cleaning and animal care policies, protocols and procedures required. Knowledge of animal breed and behavior. Knowledge of animal health and ability to identify illness desired.

**Skills:** Effective verbal and written communication skills; effective intercommunication and teamwork skills with all levels of the organization. Detail oriented and skilled in prioritizing duties. Proven internal customer service skills and basic computer skills. Skilled at using personal emotional intelligence in the workplace.

**Abilities:** Able to work with all varieties of animals in the care of the Shelter; able to use good judgment when dealing with co-worker and animal issues and with confidential information. Able to work independently and in a team setting; able to quickly learn and model applicable policies, procedures and processes. Able to maintain composure in stressful and emotional work situations and in a fast paced environment. Able to work with disinfectants and cleaning supplies; able to perform physical activities of the job. Able to prioritize duties and multi-task. Must be willing and able to perform euthanasia of animals as required.

**Other:** Must be at least 18 years of age (required for insurance purposes) with valid Colorado Driver's License and insurable driving record. Overtime will be required.

**Working Conditions:**

**Work Environment:** Most work performed in animal shelter setting; potential for exposure to zoonotic diseases and cleaning chemicals; potential for exposure to dangerous and fractious animals; exposure to high noise levels when in kennel area; potential for animal bites and scratches while handling animals; potential for exposure to various weather conditions when working outside in kennels and pens.

**Physical Activities:** Frequent lifting of up to 50 pounds unassisted and more with assistance; potential for standing on feet 8 or more hours a day. Driving vehicles; kneeling, squatting, bending, reaching, cleaning cages (scrubbing), mopping, walking dogs on a leash, animal restraint and handling animals of all temperaments. Physically examining animals. Handling syringes and needles.

**TO APPLY:**

Submit your resume and cover letter detailing how you meet the job qualifications listed, why you are interested in the job and the hours/days you are available to work to [resumes@larimerhumane.org](mailto:resumes@larimerhumane.org).