



## Animal Care Technician

<b>Job Title:</b>	Animal Care Technician (ACT)
<b>Department:</b>	Shelter-02
<b>Job Classification:</b>	Full-Time or Part-Time, Hourly, Non-Exempt Position
<b>Job Relationships:</b>	Reports to Animal Care Supervisors Provides support and training to assigned volunteers

Animal care technicians are responsible for the daily care of the Shelter animals associated cleaning. The position involves a significant amount of physical labor and direct animal interaction as well as learning safe animal handling, a wide range of operating procedures and more. Animals in our care include dogs, cats, small mammals, barnyard animals, exotic animals and more. Work shifts may be either full-time or part-time and work Schedules will include at least one weekend day and overtime as required. Shifts cover 7:30am – 7:30pm Monday-Friday and 7:30AM – 5:30PM Saturday-Sunday and are subject to change.

### Major Duties and Responsibilities

- Performs daily cleaning of kennels, cages, and public areas while following disease control protocol to ensure a safe, healthy environment for the animals in our care
- Handles a variety of animals including both domestic and non-domestic of varying degrees of temperament and medical status. Shelter animals include dogs, cats, small mammals, exotic animals, barnyard animals and more
- Maintains a constant awareness of safety and performs duties in a manner that maximizes personal safety and that of others and the animals, follows safety procedures, and reports situations that may lead to accidents or injuries, reports on-the-job injuries immediately.
- Administers animal vaccinations, medications and treatments as directed
- Informs appropriate staff about animal health or behavior concerns
- Becomes euthanasia certified and performs euthanasia of shelter animals as necessary and assigned

### Other Duties/Responsibilities

- Provides support to other technicians, supervisors and volunteers
- Cross trains in and provides assistance to other shelter departments as assigned, enters data into Chameleon as needed
- May provide transportation of shelter animals as needed
- Informs Veterinary Staff, Behavior Staff, and/or Supervisor(s) about animal health or behavior concerns
- Must become Animal Handling Certified and be consistent with safe animal handling and work procedures
- Must become Vaccination Certified
- Learns basic duties of other areas as assigned and supports other departments and staff

### Job Qualifications:

**Education/Experience:** Minimum of high school diploma or equivalent. One year of work experience required. Minimum 6 months previous experience working with animals required.

**Knowledge:** Knowledge of animal breed, behavior and handling; Knowledge of animal health and ability to identify illness desired; Knowledge of Microsoft Office applications plus as is knowledge of Chameleon software.

**Skills and Abilities:** Effective verbal communication and teamwork skills; Able to prioritize duties and perform multiple tasks; Skilled at working in a fast-paced environment; basic computer skills required. Able to work with the animals within the Shelter's care. This includes the ability to work visually and audibly, with animals both alive and deceased, including dogs, cats, small mammals, barnyard animals, exotic animals and more. Able to work independently and in a team setting and to remain calm and level-headed in stressful situations. Able to learn, retain, communicate and follow a wide variety of information, standard operating and safety procedures. Able to use sound judgment when dealing with confidential information. Able to work with disinfectants and cleaning supplies and to perform physical work including scrubbing, mopping, lifting, walking, bending, kneeling and squatting. Able to lift and carry up to 50 pounds unassisted and more with assistance. Able to work a flexible schedule including evenings and weekends as required. Able to work overtime as required. Must have emotional intelligence, work ethics and integrity skills

**Other:** Willing and able to perform euthanasia and to become euthanasia certified within 3 months of employment. Commitment to the mission of the Organization. Overtime will be required. Some holiday work will be required. Must be at least 18 years of age (required for insurance purposes).

**Working Conditions:**

**Work Environment:** Most work is performed in the animal shelter setting; Potential for exposure to zoonotic diseases and cleaning chemicals; Potential for exposure to dangerous and fractious animals; Potential 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

**Physical Activities:** Handling animals of varying types and temperaments. Frequent lifting and carrying of up to 50 pounds unassisted and more with assistance; Potential for standing and walking 8 to 10 hours a day; Audibly listening and verbally communicating; Driving vehicles as required; Kneeling; Squatting; Bending; Cleaning (scrubbing and mopping); Sitting and using a computer; Physically examining animals; Animal restraint; Walking dogs on a leash; Handling syringes and needles

**TO APPLY:**

Submit your resume and cover letter detailing your applicable experience, the hours/days you are available to work, and how you meet the job qualifications listed to [resumes@larimerhumane.org](mailto:resumes@larimerhumane.org). No phone calls. **Note: This posting is for a full-time position that will include at least one weekend day shift. Schedules subject to change according to business need. NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.**

**Larimer Humane Society conducts criminal background checks, DMV checks and requires drug testing of all employment candidates. Larimer Humane Society is an equal opportunity employer.**