

## **Animal Care Technician (ACT)**

Northwoods Humane Society

Wyoming, MN

**Position Purpose:** Maintain an orderly and clean shelter environment, while fostering an environment of inclusion and accountability. These responsibilities are expected to be completed through respectful, professional, and timely conduct and communication.

Accountability:

Reports to: Shelter Supervisor

Directly Supervises: None

Indirect Oversight Of: Volunteer Dog Walkers and Cat Socializers

Budget: N/A

Status: Part-time, hourly position which may include weekend, evening or holiday hours.

### **Participate as a collaborative member of Northwoods Humane Society:**

1. Actively participate as a member of NHS's team
2. Follow NHS policies, procedures and protocols
3. Ensure animal welfare is promoted and maintained
4. Tolerate the environment of the shelter, both inside and outside
5. Represent NHS in a professional manner when dealing with staff, volunteers, outside organizations, agencies, individuals and the public. Reflect a good public image for NHS at all times and be of service to the area's people and animals
6. Seek opportunities to network with colleagues to focus on positive, collaborative outcomes
7. Observe conditions within the organization and make suggestions and recommendations for change or improvements.
8. Work cooperatively with others and share responsibilities as directed
9. Maintain regular, constructive, respectful communication with all colleagues, volunteers and customers
10. Report animal health or behavioral concerns following proper procedures
11. Participate in NHS program evaluation activities as directed
12. Adhere to set work schedule and follow policies regarding time off and missing shifts
13. Report to work on time and utilize work time effectively to fulfill position tasks
14. Submit time cards to supervisor as directed

### **Essential Duties and Responsibilities:**

1. Continue with care of animals, kennel cleaning and building cleaning until completion
2. Place surrendered/stray animals in appropriate kennels, setting up as needed
3. Move animals within the building based on protocols or requests from Supervisor
4. Inventory supplies as needed
5. Sort and distribute donations delivered to NHS

**Qualifications (Required):**

- Comfortable working with dogs and cats
- Commitment to the objectives of the organization
- Must demonstrate effective, proactive verbal and written communication skills
- Ability to work on own initiative and meet deadlines through strong organizational skills, human relations, and communication skills
- Must demonstrate flexibility and adaptability to change, strong organizational skills with a process-improvement mindset and the ability to effectively prioritize workload
- Ability to foster a collaborative work environment, while maintaining professionalism and respect among all staff and volunteers

**Qualifications (Preferred):**

- High school diploma
- Experience with and knowledge of animal welfare and animal handling

**Knowledge, Skills and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Understanding of mission, vision, goals and objectives
- Ability to inspire/motivate others
- Demonstrate skills for safety awareness in all work environments
- Self-motivation
- Skills to manage change and ability to adjust quickly to situations
- This position can be physically demanding. The employee must be able to do the following:
  - Bending and stooping
  - Reaching
  - Prolonged standing
  - Walking
  - Squatting
  - Kneeling
  - Lifting up to 50 pounds
  - Handling dogs and cats of various sizes (leash-walking, collaring, restraining and/or lifting)
  - Walking on uneven ground/ramp
  - Climbing on step stool or ladder
  - Working in confined spaces