Lead Animal Care Technician Job Description

Job Title:
Lead Animal Care Technician

Job Type:  Part-Time
Hours:  Schedule varies – 40 hours per week
Pay Rate:  Hourly, Dependent on Qualifications
Reports to:  Executive Director

Job Summary:
Provide quality care and oversight for shelter and fostered pets. Oversee kennel staff to ensure proper procedures and protocols are followed. Monitor the health and well-being of shelter animals. Administers necessary vaccines and medications. Provide proper training for shelter staff and volunteers. Work alongside veterinary partners and assist veterinarians as needed.

The Lead Animal Care Technician must support Great River Rescue’s mission, philosophies and practices. Superior customer service, consistent humane handling of animals, and fundraising are priorities for every GRR staff member and volunteer. Performs duties in a safe and professional manner that is in accordance to GRR’s Code of Conduct.

Specific Job Duties:

Animal Intake and Care

- Coordinate animal surrenders with the public, local pounds, and other animal agencies. Manage the total number of shelter pets within set parameters.
- Handle new animal intake processing: weights, temps, microchip scan, vaccines and overall check of each animal for condition or medical conditions.
- Assess animals for behavioral concerns and assign appropriate enrichment protocols.
- Administer necessary vaccinations and microchip insertions. Conduct de-worming, de-fleecing and ear checks (cleaning if necessary) of each animal in care of the shelter.
- Assign medical regimens as appropriate and in consultation with partner veterinarian. Give needed medications as appropriate.
- Maintain medication records for each animal. Assure proper dosing and records of medications given.
- Provide minimal grooming of animals to make them more approachable for potential adopters.
- Order vaccinations and other medical and kennel supplies. Keep regular inventory and ensure proper amount is on hand.
- Consult approved veterinarians on medical issues and concerns.
• Write monthly animal health report for Executive Director and Animal Welfare Committee.
• Ensure all animals possible are placed in qualified homes according to GRR policies.
• Ensure all animals are properly housed, fed, and cared for.
• Recommend to the Executive Director equipment purchases, supply purchases and repairs as needed.
• Develop and maintain proper animal care procedures and protocols.
• Respond to disease outbreaks as appropriate.
• Develop and follow strict isolation and quarantine protocols. Ensure shelter staff follow approved protocols.
• Conduct blood tests such as FIV/FeLV for cats and 4DX for dogs. Record results appropriately and implement plan of care for animals that test positive.
• Use humane restraint techniques and ensure shelter staff follow approved techniques.
• Ensure all animals receive appropriate diet.
• Evaluate animals for euthanasia. Consult with Executive Director and shelter team on euthanasia decisions.
• Ensure medications are stored and secured properly.
• In consultation with Executive Director and other shelter staff, develop approved cleaning and sanitation protocols.
• Maintain supply of proper food, cat litter and other animal products for shelter animals.
• Maintain supply of proper cleaning products for use by kennel staff.
• Transport animals to and from the vet clinic and impound as needed, or coordinate transportation with other staff and volunteers.
• Communicate with city and township impounds to try and prevent euthanasia.
• Administer Mod Squad enrichment program. Provide adequate support and training for Mod Squad volunteers.
• Oversee Dog Play Groups and ensure staff follow all safety protocols related to dog to dog introductions.

Client Services
• Provide email, in-person, and telephone support for adopters with questions related to medical and behavioral care of their fostered or adopted pets.
• Assist clients with animal visitations and inform them of all known medical and behavior issues.
• Actively promote spay/neuter and educate clients on responsible pet ownership.

Staff/Volunteer Oversight
• Provide direction and instruction to staff and volunteers regarding animal behavior and medical concerns.
• Train and direct approved staff on administration of all necessary vaccinations, microchips insertions and medications.
• Ensure proper logs are kept for animal behavior and medical issues. Work closely with other staff to manage these issues effectively.
• Provide continuing education opportunities for shelter staff and track their progress.
• Create and distribute volunteer training tools. Conduct regular volunteer trainings.
• Ensure volunteers follow approved protocols.
• Highlight a volunteer of the month and recognize top volunteer contributions via social media and newsletters.
• Create diary notes corresponding to the Length of Stay Reduction protocols and ensure staff compliance.

Veterinary Care and Assistance
• Assist on-site partner veterinarians with expert care.
• Follow veterinarian’s instructions for care of surgical patients. Perform procedures under veterinary supervision.
• Maintain controlled drug logs.
• In coordination with the Pet Fixers Coordinator and Executive Director, help oversee and administer the Pet Fixers low-cost spay/neuter program.

Foster Care
• Develop approved foster program protocols.
• Maintain list of approved foster care providers.
• Provide adequate training and support to all approved foster care providers.
• Place animals in approved foster homes as appropriate.

Other Duties
• Maintain a safe shelter environment for staff and animals. This includes maintaining a current master copy of Safety Data Sheets and a directory of all chemicals in use in the building, according to Occupational Safety and Health Administration (OSHA) Guidelines.
• Participate on Animal Welfare Committee and other special projects as assigned.
• All other duties as assigned by Executive Director.

Skills/Qualifications:
• Associate’s Degree or higher in Animal Behavior, Animal Science, Biology, Veterinary Technology, Veterinary Technician or related field.
• Must have at least 1 year experience with Vet in clinic or shelter setting.
• Veterinary Technician Certification required.
• Veterinary surgical and medical skills including but not limited to wound management, fluid maintenance, and injectable and oral medication administration.
• Possess basic knowledge of Shelter Medicine as opposed to standard Veterinary Medicine.
• Must enjoy working with dogs and cats.
• Able to follow oral and written instructions.
• Able to humanely handle animals under various circumstances.
• Able to work harmoniously with other employees.
• Able to lift and properly handle medium and large size dogs.
• Must be courteous and friendly with clients and the general public.
• Provide leadership and direction to staff and volunteers.

Requirements
• Schedule varies Monday – Sunday 8 am to 5:30 pm, some evening work may be required. Approximately 40 hours per week. Flexibility in determining appropriate schedule.
• Attend regular staff meetings as scheduled
• Must have valid MN Driver’s License

Benefits
• Worker’s Compensation insurance
• CE credit assistance
• Time and a half holiday pay
• Vacation and Sick Time
• Fully covered health plan plus 50% contribution for dependents

Work Conditions
Works in an area with a high noise level. Requires handling of animals and exposure to fumes from cleaning chemicals. Subject to animal, dander, bites and scratches. Exposure to biological and potentially zoonotic agents. Required to adhere to staff dress code at all times. May be required to work beyond the scheduled hours.

Great River Rescue is an equal opportunity employer. This position description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. It in no way states or implies that these are the only duties to be performed by the employee occupying this position. Great River Rescue reserves the right to revise or change job duties and responsibilities as the need arises and as business requires. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.

By signing below I certify that I have read and understand my job description. I will do my best to fulfill all of the duties outlined therein.

____________________________
Employee’s Name

____________________________     __________________
Employee Signature      Date

____________________________     __________________
Supervisor’s Signature      Date