**JOB DESCRIPTION**

**Title:** **Animal Care Technician**

**Essential Job Functions**

Performs routine animal care and all related duties at Talbot Humane.

The work involves but is not limited to:

* Daily care of animals
  + Cage cleaning, feeding, watering as set forth by Talbot Humane procedures
* Caring for dangerous animals
* Caring for contagious animals
* Responsible for initial animal intake
  + Exam
  + Vaccination
  + Triage
* Medicating and treatment of animals in the care of Talbot Humane
* Provide daily animal enrichment
* Identify illness, injury, and behavioral health of animals in the care of Talbot Humane
* Data input into shelter software system
* Strong Customer service skills
  + Polite and helpful to all visitors to Talbot Humane
  + Ability to answer phones, assist public and take detailed notes
  + Assisting potential adopters
  + Meet and greet with potential adopters and animals
* Work closely with staff and volunteers in a respectful and professional manner
* General shelter housekeeping
  + Maintaining cleanliness of shelter in general including but not limited to laundry, floors, dishes, animal, and human areas of the shelter.

**Other Duties**

Performs any duty requested by supervisor

**Required Qualifications**

**Training and/or Education**

* High school diploma or GED.
* Some education in animal or veterinary field will be shown preference.

**Experience**

* One year's experience working in animal related field with hands on experience with varied species of animals.
* One year experience in direct customer service

**Special Requirements**

* Strong animal handling skills
* Strong computer skills
* Strong customer service skills

**Physical Demands**

The work is very physical. Position requires workers to walk or stand for lengthy periods; handling of active dogs and cats, ability to lift and carry up to 50 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

**Unusual Demands**

Work is subject to loud noises, strong smells, and the use of chemicals. Employees may have to work outside in a variety of weather conditions. Work requires weekends and holidays. No exceptions.

**Compensation and Benefits**

* Full time position (40 hours per week)
* Partial paid health insurance
* Accrued sick, vacation and personal leave
* Base pay rate $15.75 evaluation of starting rate based on experience