



JOB DESCRIPTION

JOB TITLE: Animal Care Staff - ISO/Q Team

DEPARTMENT: Animal Care Team

ACCOUNTABILITY: Animal Care Manager

FUNCTION: Under direct responsibility of the Animal Care Manager, the ISO/Q Team Member is responsible for the daily tasks and functions as they relate to the job responsibilities outlined below. The team is responsible for delivering courteous, informative and helpful service to Clients of ROCKINGHAM HARRISONBURG SPCA (RHSPCA); performing intakes and outcomes; contributing towards departmental goals; and implementing best shelter practices to maximize the impact of RHSPCA's lifesaving efforts.

Animal Care Staff - ISO/Q Team

The Rockingham-Harrisonburg SPCA is seeking to fill a position on the Animal Care Team. This position would be specifically working with our Isolation and Quarantine animals. This is one of the most important positions within our organization as this position is responsible for the daily husbandry, medical and behavioral monitoring, enrichment, and exercise needs of the sick animals in our care.

(PART TIME) Average of 25 hours per week.

Five days a week 7:00 am to 1:30 pm

The Rockingham Harrisonburg SPCA is the Shenandoah Valley's largest animal shelter serving the residents and the animals of the City of Harrisonburg and County of Rockingham with an annual intake of nearly 3,500 animals. We average 70 canines and 150 felines in our care during the busier months.

JOB DESCRIPTION

FUNCTION: Under direct responsibility of the Animal Care Manager, the ISO/Q team's primary duties include daily feeding of animals, cleaning of animal housing areas, monitoring, and reporting on the medical and behavioral health of the animals, providing mental and physical exercise to the animals, and general cleaning and upkeep of facilities and equipment. ISO/Q team members are also responsible for the deep cleaning of our crates, traps, and equipment and are required to assist with laundry and dishes as needed.

TRAINING AND EXPERIENCE

The RHSPCA is seeking a hardworking, honest and resourceful person to help us provide excellent care for the animals in our care. The right person for this role should have commitment to and enthusiasm

for our mission. Good time management and oral and written communication skills, the ability to work well with others and a desire to learn are a must.

- High school diploma or equivalent preferred.
- Previous experience working with animals is not required, however you must be comfortable around animals.
- Knowledge of zoonotic diseases that can be passed from dogs and cats.
- Good time management skills. Able to prioritize tasks as they arise.
- Able to work well solo and as part of a team.
- Clear communication skills. Empathetic to a variety of situations.
- Comfortable with a high level of people engagement.
- Public speaking experience.
- Flexibility in scheduling is a must. This position will include weekend and holiday work.

DUTIES AND RESPONSIBILITIES

General:

- Perform duties in a manner which encourages alignment of RHSPCA goals.
- Work courteously and cooperatively with the staff, volunteers, fosters, and the public.
- Follow all RHSPCA policies and procedures, prioritizing people's safety and animal well-being.
- Ensure quality care and humane treatment for the animals owned by the RHSPCA.
- Participates in meetings with other staff members and shares ideas and suggestions designed to improve working conditions, welfare of pets and the organization.

Communication:

- Provide excellent people service and engagement to staff, volunteers, and the public alike.
- Communicate effectively, written, and oral, to ensure pertinent information is exchanged in a productive and professional manner.
- Proficiency with email and ability to keep themselves abreast of new information shared via email.
- Appropriately utilizes the shelter software to ensure thoroughness and completeness of animal records and to document health and behavioral concerns.

Animal Care & Husbandry:

- Responsible for cleaning of animal areas, equipment, general facilities cleaning and laundry per operational guidelines.
- Practice safe and humane treatment of animals with interactions geared towards improving adoptability of the animals.
- Provides for the medical and behavioral needs of the animals as instructed.
- Provides proper care and feeding of pets in assigned areas as directed by Animal Care Manager and indicated in the Standard Operations Procedures.
- Notify appropriate staff of repairs and maintenance needed on premises and assist with such repairs and maintenance as needed.
- Report any health, behavioral and safety concerns of animals being cared for. Monitors and reports changes in disposition and health daily.

Volunteers:

- Engage volunteers and share knowledge with them to best utilize their time with the RHSPCA.

PHYSICAL REQUIREMENTS:

Ability to lift 35 lbs., stand for long periods of time, move quickly, work with and around animals (including diseased, injured and/or potentially aggressive animals), loud noises, chlorine or other chemicals, inclement weather along with evening, weekend and holiday work times.

COMPENSATION:

This is an hourly position offering a starting rate of \$15/hr.

You can submit resume and/or completed employment application in the following ways:

Via Email:

Subject: Animal Care Technician ISO/Q

To: arumley@rhspca.org

Resume Required

Or via Indeed.

NATURE OF EMPLOYMENT

There is no minimum period of employment guaranteed or implied by acceptance of an offer of employment. It is the policy of the RHSPCA that employment for this position is at will, which means that employment for no specified term and the employee or agency may terminate that employment at any time without cause. This job description serves as a guide.

Employee Signature

Date