

JOB DESCRIPTION

Title: Medical Caretaker

Summary

Performs technical and routine animal care and related duties at the animal shelter. The work involves giving shots, cleaning and maintaining kennel areas, and performing related shelter duties. Technicians possess certificates to permit them to euthanize animals or will obtain a certificate within a reasonable timeframe. Workers carry out daily assignments, follow through on matters, and use independent judgment and training to take appropriate actions to deal with standard recurring situations.

Essential job Functions

Receives, examines and vaccinates animals. Administers medicines, conducts health exams and administers first-aid when necessary.

Performs humane euthanasia.

Handles animals and provides input regarding their disposition.

Cleans kennels, feeds animals and performs related housekeeping duties.

Maintains proper inventory levels of cleaning and other supplies. Informs supervisor when reordering is necessary.

Maintains awareness of special dietary needs and/or medical restrictions of shelter animals.

Consults with appropriate team members at the animal shelter regarding the flow and path of animals through the shelter process to disposition.

Other Duties

Performs related work as required.

Knowledge, Abilities and Skills:

Knowledge of--

- Basic technical procedures used in giving shots and euthanizing animals.
- Basic animal care and identification of various animal species.

Ability to--

- Handle animals safely and effectively
- Properly administers vaccinations, perform health exams and humane euthanasia.
- Clean kennels and other areas of the shelter.

Required Qualifications and Experience: (Note: Any acceptable combination of education, training and experience that provides the above Knowledge, abilities and skills may be substituted on a full-time year for year basis.) Strong computer and data entry skills are a must. Good time management skills.

Training and/or Education

High school diploma or GED. Prior experience or training working with domestic animals or in a veterinary/animal shelter environment is a plus.

Licenses or Certificates

Valid driver's license.

Certification in humane euthanasia or willingness to obtain within a reasonable timeframe

Physical Demands

The work is performed in office and shelter surroundings. Typical positions require workers to walk or stand for long periods; lift and carry up to 70 pounds; 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 frequent interruptions.

Employee is subject to work weekends, holidays and beyond the normal scheduled hours of work, if necessary.

Reports to

Animal Shelter Medical Manager / Operations Manager

Supervises

None