



### **Pet Adoption Health Associate (Greeley, CO location)**

<b>Job Title:</b>	Pet Adoption Health Associate
<b>Department:</b>	Shelter - 02
<b>Job Classification:</b>	Full-Time, Hourly, Non-Exempt Position
<b>Job Relationships:</b>	Reports to Pet Adoption Supervisor(s)

This is a full-time, hourly position. Pet Adoption Health Associates are responsible for the daily care and feeding of the Adoption Campus animals. This position involves a significant amount of physical labor and direct animal interaction as well as learning safe animal handling, a wide range of operating procedures and more. Animals in our care at the Adoption Campus include dogs, cats, small mammals, and more. The schedule for the position is generally between the hours of 7:30am-7:30pm Sunday through Thursday or Tuesday through Saturday with availability on evenings, nights, weekends, special events, emergencies and holidays as required. This position will regularly travel to other organizations and to the Organization's other campuses.

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

- Performs daily feeding of animals and cleaning of kennels, cages, and public areas while following feeding instructions and disease control protocol to ensure a safe, healthy environment for the animals and people we serve
- Administers vaccinations, medications, and other treatments to shelter animals
- Handles a variety of animals of varying degrees of temperament and medical status. Shelter animals include dogs, cats, small mammals and more
- Maintains a constant awareness of safety and performs duties in a manner that maximizes personal safety and that of others and the animals, follows safety procedures, and reports situations that may lead to accidents or injuries, reports on-the-job injuries immediately
- Becomes animal handling certified and consistently follows safe animal handling and work procedures
- Informs appropriate staff about animal health or behavior concerns
- Performs twice daily medical rounds of all animals
- Performs basic animal medical assessment, TPR, and triage as directed
- Performs administrative tasks, including client communication and prescription fulfillment
- Maintains accurate computer and paper records for medications and treatments; enters data into animal shelter software database regarding animal care, medication, and follow up; runs reports as necessary
- Records needed inventory items, stocks necessary medical supplies, and monitor items for expiration dates
- Prepares samples for other diagnostic tests such as fecals, urinalyses, etc.
- Drives on behalf of the Organization as needed

#### **Other Duties:**

- Provides support to team members, supervisors and volunteers
- Cross-trains in other shelter departments
- May assist with basic training of department volunteers
- Adheres to the standards of professional conduct and communicates in a professional manner with staff, clients, management and volunteers
- Other duties as assigned

#### **Job Qualifications:**

##### **Education/Experience:**

- Minimum of high school diploma or GED
- Minimum of 3 months applicable work experience in a veterinary clinic and/or animal shelter setting or completion

- of a Veterinary Assistant certification or associate degree program required
- Minimum of 6 months applicable direct animal handling experience required: restraining animals, cleaning cages, administering medication, etc.
- Previous Veterinary Assistant experience a plus
- Bilingual English/Spanish reading, writing, speaking and understanding is a plus and includes a wage premium.

**Knowledge:**

- Knowledge of basic animal handling; knowledge of basic animal health care; knowledge of animal breeds and colors
- Solid computer skills required
- Chameleon software, or other Shelter software, experience a plus
- Knowledge of Microsoft Office applications (Access and Excel)

**Skills/Abilities:**

- Strong verbal and written communication skills and emotional intelligence
- Detail-oriented and able to exercise good judgment when dealing with animal-related concerns
- Able to work both independently and in a team setting
- Able to remain calm and level-headed when in a stressful and emotional work environment
- Able to use sound judgment when dealing with confidential information
- Able to multi-task and prioritize job duties in a busy and constantly changing work environment
- Able to work with the animals within the Shelter's care. This includes the ability to work visually and audibly, with animals both alive and deceased, including dogs, cats, small mammals and more
- Able to work with disinfectants and cleaning supplies
- Able to work a flexible schedule including evenings and weekends as required

**Other:** Must be at least 21 years of age (required for insurance purposes); Valid Colorado Driver's License and insurable driving record required. Must maintain personal vehicle insurance requirements. Overtime will be required for full time employees.

**Working Conditions:**

**Work Environment:** Most work is performed in the clinic or shelter setting; office space is a shared space; potential for exposure to zoonotic diseases; potential for exposure to dangerous and fractious animals; potential exposure to high noise levels when in kennel area; potential for animal bites and scratches while handling animals.

**Physical Activities:** Lifting and carrying of up to 50 pounds unassisted and more with assistance; potential for standing on feet for 8 hours or more a day; driving a vehicle; cleaning cages (scrubbing); kneeling; bending; squatting; repetitive data entry using a computer; walking dogs on a leash; performing physical examinations on animals; animal restraint; handling syringes and needles.

**NOTE:** *This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job.* NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates.

**We are an Equal Opportunity Employer.** Benefits for full-time employees include options for medical and life, dental, vision and supplemental accident insurance; STD/LTD insurance; a matching 403b plan; paid time off (PTO) accrual; 9 paid holidays and more. Benefits for part-time employees include paid time off (PTO); a matching 403b plan and more.