



JOB TITLE: Canine Operations Support Specialist

DEPARTMENT: Canine / Animal Care / Operations

ACCOUNTABILITY: Canine Manager

Under the general supervision of the Canine Manager at the Animal Refuge League of Greater Portland (ARLGP), the Canine Operations Support Specialist will support, coordinate and manage the medical and database records for the canine department; a clear understanding of medical and vaccine protocols for canines in a shelter/veterinary setting is required. Additional daily duties include adoption counseling, animal care and assessing of animals as needed.

Duties and responsibilities of position:

- Accurately and efficiently enter and maintain records pertaining to all aspects of an animal's stay using the PetPoint database
- Assists with transports, fosters and canine related activities. Comfortability handling large and energetic canines is required.
- Availability to drive ARLGP transport van to move animals in-state and out-of-state as shelter needs require
- Be conversant in current vaccine protocols of canines in the shelter's care
- Be familiar with and able to discuss basic ongoing medical care as well as diagnosed health conditions
- Administer vaccines, anti-parasitic treatments, and perform basic tests/diagnostics on animals
- Conduct visual assessments on dogs and alert manager and medical team of any concerns
- As needed, perform veterinary exam rounds with the staff veterinarian. Alert canine manager of any diagnoses, medications, further care needed, etc.
- Ensure each canine has completed the pre-adoption process
- Abide by protocols of safe animal handling, disease control and prevention
- Be conversant in shelter policies pertaining to adoptions, surrenders, behavior evaluations, treatment policies, animal care and euthanasia
- Communicate maintenance needs to management team
- Speak effectively and positively to the principals, purposes, and objectives of the organization.
- Work collaboratively with all shelter personnel to achieve an efficient, well-run environment for the pets and employees.
- Able to accept constructive feedback and follow directions to maintain a safe work environment.
- Perform other related duties and assignments as required and determined by management

Education, prior work experience, and specialized skills and knowledge:

General knowledge and understanding of sheltering and safe animal handling practices with demonstrated strong and humane dog handling skills preferred, prior shelter or veterinary experience preferred; demonstrated ability in oral communication skills; ability to type and work without error in a database; demonstrated ability for challenging, physically demanding work in a stressful environment; ability to lift 50 pounds. Must be able to access a non-handicapped building and climb steep stairs several times per day; lift, bend, twist, scoop, kneel, and groom. Possess a clean, valid State of Maine driver's license.

Working conditions:

Work Environment: Most work is performed in normal shelter setting; potential for exposure to zoonotic diseases; potential for exposure to dangerous and fractious animals; exposure to high noise levels when in kennel area; potential for animal bites and scratches while handling animals

Physical Activities: Potential for sitting for several hours at a time; climb stairs unassisted, potential for standing on feet and/or walking for 8 hours a day; driving a car; kneeling; walking dogs on a leash.

Schedule: The employee determines own work sequence within the limits of established policy, practices, and procedures. The employee determines own work methods and solves problems utilizing technical/specialized knowledge and/or experience resulting in minimal supervision while work is in progress. The supervisor only intercedes and provides direction for new or unusual problems which involve deviations from normal policies, procedures, and work methods. Weekend and evening availability required, based on organization's needs.

The employee operates under broad administrative direction and is given responsibility for independently planning, designing, and carrying out programs, projects and studies in accordance with ARLGP policies, protocols and standards. The employee keeps the supervisor apprised of progress.

To apply:

Please submit a **cover letter** outlining your qualifications, reasons for pursuing a career in animal welfare and **salary requirements**, along with your **resume** to **jobs@arlgp.org** with the subject "Canine Support Specialist."

The ARLGP will review applications that meet the above submission requirements for the job posted. Due to the significant interest in our job openings; follow-up communication is limited to candidates who meet the posted qualifications. If you have not been contacted within a month of application, you may assume that you have not been selected as a candidate. Due to the volume of interest in our positions, no calls please.