



**JOB TITLE:** Feline Animal Care Technician/Adoption Counselor

**DEPARTMENT:** Shelter Operations

**JOB CLASSIFICATION:** Non-exempt, (full and part-time positions available, 20-40 hours per/week)

**ACCOUNTABILITY:** Feline Manager

**PRIMARY PURPOSE:** To clean and maintain the animal shelter in a cost effective, sanitary and humane manner. To provide cats with an enriched environment while they await adoption. To assist customers in the selection of pets. To participate fully in behavior assessment process once trained.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Abide by protocols of safe animal handling, disease control and prevention
2. Clean and sanitize assigned areas, including but not limited to cages and kennels, floors, walls, testing and training areas, laundry, kitchen
3. Feed, medicate and observe animals for illness or infestations
4. Perform preliminary incoming assessments:
  - Administer vaccines, anti-parasitic treatments and general examination to animals per the ARLGP protocols
  - Scan incoming animals for a microchip and follow up and share information with the Guest Services staff
  - share any concerns with the management team
5. Participate in and document the behavior assessment process
6. Provide feedback and input regarding behavior and health of animals to the Feline Manager and appropriate team members
7. Work in collaboration with the Guest Services staff to ensure all attempts have been made to reunite lost pets with their owners by searching the lost and found database and making appropriate calls to facilitate a claim
8. Use the PetPoint software to maintain accurate records for pet intakes and reclaims, lost and found reports, medical and behavioral assessments and adoption paperwork
9. Be familiar with all cats available for adoption and on the website and able to work with the adopting public in order to make adoption matches by:
  - Being familiar with and able to discuss basic ongoing medical care as well as diagnosed health conditions
  - Be conversant in discussing a wide variety of feline behaviors, training and grooming needs as well as discussing the ARLGP's observations of the specific cat while in its care
  - Able make a professional referral to clients for training and veterinary care as needed
10. Able to run IDEXX SNAP tests and other standard diagnostics

11. Communicate maintenance needs to the Feline Manager in a timely manner
12. Perform post-adoption follow-up contacts with adopters
13. In cooperation with the Volunteer Coordinator, ensure that volunteers are abiding by the accepted protocols of the kennel as pertains to cleaning, disease control, enrichment and safety
14. Be conversant in shelter policies pertaining to adoptions, surrenders, behavior evaluations, treatment policies and euthanasia
15. Speak effectively and positively to the principals, purposes and objectives of the organization
16. Work collaboratively with all shelter personnel to achieve an efficient, well-run environment for the pets and employees.
17. Able to accept constructive feedback and follow directions to maintain a safe work environment.
18. Perform other related duties and assignments as required and determined by leadership and managerial teams

### **WORK ENVIRONMENT**

While performing the duties of the job, the employee is frequently exposed to odors or airborne particles including animal fur and toxic chemicals. Employee may be exposed to zoonotic diseases. The noise level in the work environment is very loud. Driving may be required.

### **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](mailto:jobs@arlgp.org) with the subject "Feline Technician."

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.