



JOB TITLE: Behavior & Training Specialist

DEPARTMENT: Behavior & Training / Shelter Operations

JOB CLASSIFICATION: Full Time; Hourly

ACCOUNTABILITY: Behavior & Training Manager

SUMMARY OF ROLE: The Behavior & Training Specialist works with shelter animals and animals in the community on behavior and training health. They assist animal caregivers with cleaning and maintaining the shelter in a cost effective, sanitary, and humane manner. They develop and apply mental health plans for the animals, to support behavior treatment plans and provide animals with an enriched environment while they await adoption. This position will guide staff and volunteers on training protocols and assist members of the community interested in adopting behavioral needs pets, as well as offer post-adoption support.

PRIMARY DUTIES AND RESPONSIBILITIES:

- Abide by protocols of safe animal handling, disease control and prevention.
- Assist in cleaning and sanitizing assigned areas, including but not limited to cages and kennels, floors, walls, yards, testing and training areas, trails, laundry, and kitchen.
- Feed, medicate and observe animals for physical and mental health needs.
- Assist in performing preliminary incoming assessments of animals arriving at the shelter.
- Participate in and support the behavior intake process on all incoming animals.
- Provide feedback and input regarding behavior and health of animals to various shelter staff.
- Use PetPoint software to maintain accurate records for pet intakes and reclaims, lost, and found reports, medical and behavioral needs, adoption paperwork, follow ups, and behavior observations.
- Be familiar with available animals for adoption and be able to work with community members 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 animal behaviors and needs as well as discussing the ARLGP's observations of the specific animal while in its care
 - ❖ Able make a professional referral to clients for training and veterinary care as needed
 - ❖ Being able to discuss identified behavioral needs and continued training in the home
- Assist in writing protocols for staff and volunteers by developing mental health plans for animals.
- Support the B&T department with training inquires.
- Perform post-adoption follow-up contacts with adopters on behavior animals.
 - ❖ Assisting B&T department with external programs such as group classes, behavior consultations, workshops, seminars

- ❖ Assisting B&T department with internal programs such as play groups, care plans, staff and volunteer Training, group classes, new behavior protocols, animal assessments, surrender diversion
- In cooperation with the Volunteer Coordinator, ensure that volunteers are abiding by the accepted protocols as pertains to cleaning, disease control, enrichment, training, and safety.
- Be conversant in shelter policies pertaining to adoptions, surrenders, behavior evaluations, treatment policies, behavioral medication, medical management and euthanasia.
- Work collaboratively with all shelter personnel to achieve an efficient, well-run environment for the animals, employees, and volunteers. Able to accept all forms of feedback and follow directions to maintain a safe work environment.
- Speak effectively and positively to the principals, purposes, and objectives of the organization's mission, vision and values.
- Perform other related duties and assignments as required and determined by Behavior & Training Manager and leadership team.

EDUCATION, PRIOR WORK EXPERIENCE, SPECIALIZED SKILLS AND KNOWLEDGE

- General knowledge and understanding of animals in a shelter setting.
- Safe and humane animal handling practices, strong skills in dog to dog interactions, advance skills in dog language, moderate to advanced skills in understanding of behavior and training theories, moderate skills in feline language, moderate skills in care for small animals species such as but not limited to, rabbits, birds, guinea pigs, rats, hamsters, ferrets, and some reptiles.
- Position requires prior shelter or animal care experience as well as 3 years working with animals in a behavior and training role.
- Certification from KPA-CT or equivalent highly recommended. Fear Free certification preferred or willingness to complete within 6 months of hire.
- Proficiency in Microsoft Office, ability in oral communication skills; ability to type and work minimal 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, groom, and possess a valid State of Maine driver's license.

WORK ENVIRONMENT

While performing the duties of the job, the employee is frequently exposed to odors or airborne particles including animal fur, dander and potentially zoonotic diseases and toxic chemicals. The employee will also have to work with animals that have been deemed dangerous or pose a safety risk to the community. The noise level in the work environment is very loud. Driving may be required.