

Nevada Humane Society Job Description

Cat Care Manager

The Cat Care Manager will be responsible for the overall care and wellbeing of the cats in the shelter, for ensuring that cats are made ready for adoption in a timely manner, for the cleanliness of the shelter, and for the management of the cat care staff. The Cat Care Manager will also be responsible to actively support adoption efforts.

Specific responsibilities include:

- Hiring, training and managing Cat Caregivers (staff members) and volunteers to ensure proper cleaning of the facility and proper care and handling of the cats.
- Ensuring that cats move promptly from Admissions through the evaluation, rehabilitation, grooming, and medical care process to the Adoption floor.
- Evaluating cats for temperament, implementing a socialization program for cats who need extra help to be ready for adoption, and making the determination on the best placement for individual cats.
- Selecting cats from other shelters for adoption.
- Rapidly identifying problems or patient conditions (medical and behavioral) that needs to be addressed and ensuring the animals receive prompt and complete care and treatment.
- Working with the Adoption team to be sure that cats get out to off-site adoption locations and are generally shown to their best advantage for on-site adoptions.
- Ensuring the proper documentation for each animal, listing them in the computer database, updating photos, and creating individualized descriptions of the animals to help promote them for adoption both in the computer system and on the cage cards.
- Documenting success stories about the animals to help share the mission and work of the Society with supporters.
- Ensuring that each cat receives adequate enrichment, daily attention, including regular grooming and play time.
- Arranging transportation for animals as needed to medical appointments, off-site adoption locations and other shelters.
- Working cooperatively with rescue groups, on-site volunteers and foster care volunteers.
- Assisting the public, performing adoptions, admission, and other tasks as needed, always in a manner which demonstrates the Society's interest, care and concern for the public and the animals we serve.
- Promoting a humane and caring attitude toward all animals and to treat all animals with respect and compassion at all times.

- Assisting with cleaning, feeding, and other animal care duties as needed, including medical treatment and euthanasia.
- Working courteously and cooperatively with staff and volunteers to ensure that all established procedures and policies of the shelter are followed.
- Handling all animals properly and with compassion at all times, regardless of situation or circumstances.
- Maintaining healthy, safe, sanitary, pleasant and clean facilities for the animals.
- Maintaining the equipment and supplies to ensure proper care of the cats.
- Performing all duties in a manner which encourages attainment of the Society's goals.
- Treating people and animals with respect; contributing to effective teamwork; fostering good public relations beneficial to the shelter and its programs.
- Work effectively as part of the management team on cross-functional programs, projects, and activities.
- Overseeing other animal areas in the absence of other managers.
- Performing other duties as assigned.

Experience, Abilities And Qualities Required:

- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.
- Enthusiastic support the no-kill philosophy.
- 4+ years previous management /supervisory experience.
- Familiarity with cats and cat behavior through prior experience working with a rescue group, humane society, foster care involvement or other animal welfare agency.
- Knowledge of cat behavior and common medical conditions.
- Ability and initiative, work with minimal supervision and direction.
- Ability to communicate skillfully and effectively with a culturally diverse staff, volunteers and community in a professional, pleasant, respectful, courteous and tactful manner at all times.
- Maturity, good judgment and a professional personal appearance.
- Strong problem solving skills -- focusing on finding solutions to problems and challenges.
- Ability to lift and move objects and animals weighing up to 50 pounds for short distances and to humanely restrain an animal when necessary.

- Comfort and ability to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.
- Valid Nevada state driver license with no record of convictions.

Reports to: Chief Operating Officer.

Physical Requirements: Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.

Educational Requirements: College education preferred high school graduation minimum, plus three years of public contact work or volunteer experience, preferably working with animals.

Hours: EXEMPT POSITION: Minimum of 8 hours per day, 40 hours per week. Daily reporting hours and days of the week may vary according to the needs of the department schedule. There is no minimum period of employment guaranteed or implied by acceptance of an employment offer.

Annual Salary Range: competitive salary and benefits

We want to make employees aware that from time to time we euthanize animals who are sick or injured. Also, from time to time we need to end the life of a dog who has displayed aggressive tendencies and who poses a risk to public safety or to the safety of other animals.