

Nevada Humane Society Job Description

Job Title: Dog Evaluator and Caregiver
Department: Dog
Reports to: Carson City Shelter Manager
FLSA Status: Non-Exempt

Position Description:

The Dog Evaluator & Caregiver will be responsible for the overall care and wellbeing of the Dogs in the shelter, for ensuring that Dogs are made ready for adoption in a timely manner, for the cleanliness of the shelter, and for the management of the animal care staff. The Dog Evaluator & Caregiver will also be responsible to actively support adoption efforts.

Essential Job Functions:

- Aid Shelter Manager with Animal Caregivers (staff members) and volunteers to ensure proper cleaning of the facility and proper care and handling of the Dogs.
- Daily, thorough cleaning of all animal areas, including inside/outside runs, Dog areas, floors, dishes, bedding, etc.
- Spot cleaning of animal and public areas throughout the day. Doing laundry, dishes, washing windows, cleaning and mopping public areas as needed.
- Providing a healthy, safe, clean and pleasant environment and facilities for the animals and the public.
- Feeding the animals, including providing special diets as needed.
- Ensuring that Dogs move promptly from Admissions through the evaluation, rehabilitation, grooming, and medical care process to the Adoption floor.
- Perform physical inventory of all dogs in the shelter
- Evaluating Dogs for temperament, implementing a socialization program for Dogs who need extra help to be ready for adoption, and making the determination on the best placement for individual Dogs.
- Training of all new dog care department staff to ensure that all procedures and protocols are being followed
- Make sure all enrichment procedures are followed
- Selecting Dogs from the county shelter for adoption.
- Movement of dogs through the shelter from surgery through the adoption floor including moving them from recovery and when evaluation is passed.

- Daily walkthrough of kennels to make sure all dogs have cage cards
- Perform daily inventory of equipment that needs repair (i.e. Hoses, Toys, Kennel Card Holders)
- 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 Dogs 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.
- Ensuring that each Dog receives adequate 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 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 Dogs.
- 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 team on cross-functional programs, projects, and activities.
- Performing other duties as assigned.

Knowledge, Skills, and Abilities:

- Knowledge of Dog behavior and common medical conditions.
- Familiarity with Dogs and Dog behavior through prior experience working with a rescue group, humane society, foster care involvement or other animal welfare agency.
- 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.
- Valid Nevada state driver license with no record of convictions.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.
- Enthusiastic support the no-kill philosophy.
- Ability and initiative, work with minimal supervision and direction.
- Maturity, good judgment and a professional personal appearance.
- Strong problem solving skills -- focusing on finding solutions to problems and challenges.
- Comfort and ability to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Physical Requirements:

Ability to lift and move objects and animals weighing up to 50 pounds for short distances and to humanely restrain an animal when necessary.

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

Minimum Qualifications:

Education:

College education preferred, high school diploma or GED required.

Experience:

Three years of customer service or volunteer experience, preferably working with animals.

Licenses:

Valid CA or NV Driver's license and ability to pass Nevada Humane Society Motor Vehicle Report criteria. Current auto insurance

Availability: NHS is open seven days a week, as animals need daily care. Availability and a willingness to work a flexible schedule are a plus.

**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.

Signatures

This job description has been approved by all levels of management:

Manager_____

HR_____

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee_____ Date_____