**Job Description: Placer SPCA**

## **JOB TITLE: Animal Behavior Specialist – Feline Focus**

**DEPARTMENT:** Shelter Operations

**ACCOUNTABILITY:** Behavior Supervisor / Shelter Operations Manager – Animal Focus

**FUNCTION:** Under the direct supervision of the Behavior Supervisor, responsibilities include assisting in the behavior assessment and review process primarily cats, secondarily for dogs, assisting with cat behavior intervention plans, kennel enrichment and management, and support to identified volunteers. May also assist with staff and volunteer training as assigned.

**Duties & Responsibilities:**

* Clean, disinfect, and maintain the behavior kitten housing and accompanying areas in a sanitary and organized manner. Feed and observe behavior kittens daily as to their health and well-being and report abnormalities or significant information to the appropriate leadership team members. \*
* Complete daily in person rounds for all cats at the Intake Center. Participate in group rounds as scheduled. \*
* Work closely with the animal care team and assist with handling, movement, and management of fearful and fractious cats including but not limited to intake examinations, medical and preventative treatments, and cleaning assistance. \*
* Assist with implementation and management of animal welfare enrichment plans ensuring each animal’s five freedoms are met to the best of our ability. \*
* Primarily responsible for behavior review and creation of adoption summaries for all cats \*
* Assist management to ensure the proper behavioral information is made available to adopters concerning an individual animal’s needs. \*
* Participate in the disposition process as directed, particularly as it relates to all cats under review. \*
* Assist as needed or assigned with dog behavior review, behavior intervention, and disposition review. \*
* Assist and perform (after appropriate training and certification) euthanasia of animals as required. \*
* Work with the behavior supervisor, and shelter operations managers to identify develop, and implement new behavior programs which contribute to the goals of the and the mission of the PSPCA. \*
* Responsible for accurate and timely record-entry including data entry, statistical and other reports associated with the behavior program. \*
* Properly identify all animals and display the ability to maintain proper paperwork that is associated with all shelter operational programs, with an emphasis on behavioral paperwork. \*
* Provide support and assist as needed with the intake and disposition of animals. \*
* Assist with external and internal animal transportation needs, assigned. \*
* Assist in tours, lectures, public education programs, special events and fund-raising activities as needed.
* Perform all duties in the prescribed manner and ensure the safety of oneself and others. \*
* Treat animals humanely, with compassion and concern both on and off the job and transmit these values to others. \*
* Provide accurate information and friendly professional service to the public and to coworkers in a responsive, positive, courteous, truthful, and tactful manner. Responsibly communicates principles that convey and impart an understanding of the policies and procedures of the SPCA to the public \*
* Provide assistance to Animal Care, Customer Care, or Foster Departments as needed or as assigned. \*
* Regular and timely attendance required. Weekend days will be required on a regular basis, and scheduled overtime as needed. \*
* This job description is not intended to be all inclusive and employees will also perform other related business duties that may be requested by the Chief Executive Officer or other management staff as required, which will ensure a positive image and/or will improve the services of the Placer SPCA.

*\* Essential duties and job responsibilities.*

**Qualifications:**

1. Must be 21 years or older

2. High school graduate or GED equivalent.

3. Two years’ college work preferred.

4. Fear Free certified preferred.

5. Prefer two or more years’ experience in an animal shelter setting, with a good understanding of the day-to-day activities in addition to experience as it relates to animal behavior.

6. Must be able to work independently and be initiative-taking as well as support a team environment with all other department staff members.

7. Valid CA driver’s license with a good driving history.

8. Must be in good physical and mental health and have the ability to perform prolonged strenuous physical activity, including lifting and carrying animals weighing up to 50 pounds for short distances with the help of fellow employees.

9. Must be able to work at any one of the three Placer SPCA facilities as assigned and needed.

10. Knowledge of contemporary dog kenneling, cat kenneling and behavior management practices. Knowledge concerning humane treatment of animals. Knowledge of various breeds and their characteristics and a familiarity with the symptoms of diseases common to dogs and cats. Professional dog or cat behavior modification or training experience would be considered a plus.

11. Ability to operate a personal computer, MS Word, MS Access, MS Excel, copy machine, facsimile, and answer telephones in the prescribed manner.

12. Allergic conditions which would be aggravated through exposure or contact with animals is a disqualification.

13. Must submit to a background check and have no convictions that would prevent obtaining a Veterinary Assistant Controlled Substance Permit.

**Working Conditions:**

1. Starting pay range $17-$18.04/hr. with incremental merit adjustments consistent with current shelter policy. Position salary range $17.00 - $20.30/hour

2. 40-hour workweek, including weekends, evenings, and holidays as scheduled, with intermittent overtime and/or evening work at sites away from the shelter.

3. Compliance with the current PSPCA Employee Policy Manual.

4. Frequent contact with the public in a fast-paced and changing work environment which, at times, may be stressful or emotionally charged.

5. Exposure to dead, sick, injured, unruly, vicious, and/or dangerous animals and intermittent exposure to parasites and infectious diseases.

6. Willingness to attend training programs to upgrade skills as needed.

*The Placer SPCA is an equal opportunity employer.*

*The PSPCA reserves the right to revise or change this job description as necessary or as business requires. This job description does not constitute a written or implied contract of employment.*

*I understand the qualifications described above for the Behavior Specialist position, and by signing below I acknowledge that I am able to perform the job duties listed above and I am willing to accept the working conditions herein.*

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_