

IndyHumane

Job Description

Title	Canine Animal Care Technician
Department(s)	Operations
Reports to	Canine Behavior Manager

Job summary

Canine Animal Care Technicians are responsible for day-to-day care and treatment of dogs that are housed at the shelter; will perform duties pertaining to kennel maintenance, custodial responsibilities, maintaining a disease-free environment, and canine enrichment and behavioral tasks.

Summary of essential job functions

- Cleans dog kennels while following the proper cleaning & care protocols
- Handles dogs (all sizes and breeds) during the cleaning process
- Feeds and water dogs while noting any special diets
- Perform housekeeping duties (laundry, dishes, windows, cleaning tool maintenance)
- Perform fast-track temp-testing for small adult dogs and older puppies & record notes from interactions
- Perform dog-to-dog introductions & record notes from interactions
- Assemble and distribute daily canine enrichment activities
- Assist with canine play groups
- Perform enrichment activities with special project dogs
- Other duties as assigned

Minimum requirements

- High School Graduate or professional experience in the field of animal sheltering, canine behavior, or canine training
- Ability to handle multiple tasks and work efficiently in a fast paced and stressful environment with minimal supervision
- Strong organizational skills; ability to prioritize and meet deadlines
- Must possess and utilize great people skills
- Must possess excellent oral and written communication skills
- Must be computer-literate – word processing and database management
- Ability to work as part of a team with paid & volunteer staff and the public
- Must have the ability to create a positive, professional work environment while supporting the overall mission of IndyHumane
- Must have a valid Indiana Driver's License

Abilities required

- Must be able to lift at least 50 pounds
- Must be able to walk, stand, and lift for extended periods of time
- Must be able to handle all dogs regardless of size, breed, medical condition, and temperament
 - Training provided to safely handle dogs with medical issues and different temperaments
- Must be able to tolerate cleaning supplies

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

HR use only	
Job code	
Generic title	
Pay grade	
Management? (Yes/No)	
E/NE status	
Last revised	