

# IndyHumane

## Animal Care Technician

### Job Description

<b>Title</b>	Canine Animal Care Technician (Canine ACT)
<b>Department(s)</b>	Operations
<b>Reports to</b>	Canine Team Manager

#### Job summary

Responsible for day-to-day care and treatment of animals who are in IndyHumane's care; will perform duties pertaining to kennel maintenance, custodial responsibilities, maintaining a disease-free environment, and animal enrichment and behavioral tasks. Interacts with the public and fellow staff (paid & volunteer), professionally and with exceptional customer service. Is expected to work safely and consistently with IndyHumane's policies, procedures, beliefs, and mission statement.

#### Summary of essential job functions

- Dog care (ensuring a clean/safe environment, feeding, watering)
- Daily maintenance and cleaning of canine spaces and other areas used by team
- Furnish appropriate amounts of food to animals daily
- Care for animals as appropriate to their species and temperament
- Pay attention to kennel signs regarding special care instructions
- Report animal observations to supervisors or medical/behavior staff
- Ensure that animals have appropriate bedding daily
- Perform custodial duties where and when required
- Follow standardized processes in use of equipment and cleaning materials/chemicals
- Consistency in following standard operating procedures
- Appropriate and humane animal handling
- Follow safety and hazard procedures
- Other duties as assigned

#### Minimum requirements

- Must have the ability to work collaboratively
- Must be dependable
- Must be flexible and adaptable
- Must be animal-savvy
- Must enjoy working with people
- Must be 18+ years of age

- Must be able to read sufficiently to understand chemical warning labels and kennel cards
- Must have good attention to detail
- Must have great oral and written communication skills
- Must not have allergies to cleaning supplies or animals
- Must be able to work at a pace that ensures task completion within work hours
- Must be able to tolerate a work environment that, at times, can be stressful

**Abilities required**

- Must be able to lift 50lbs
- Must be able to stand for long periods of time
- Must be able to work in all weather conditions

**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.