

Humane Society of Indianapolis

Feline Animal Care Technician

Job Description

Title	Feline Care Technician (Animal Care Technician, ACT)
Department(s)	Operations
Reports to	Feline Programs Manager

Job summary

Responsible for day-to-day care and treatment of cats that are surrendered to the shelter; will perform duties pertaining to kennel maintenance, custodial responsibilities, maintaining a disease-free environment, and feline enrichment and behavioral tasks. Interacts with the public, fellow staff, community service, and volunteers professionally and with exceptional customer service. Is expected to work safely and consistently with Humane Society of Indianapolis' policies, procedures, beliefs and mission statement.

Summary of essential job functions

- Cat care in both cages and free-roaming spaces.
- Daily maintenance and cleaning of feline spaces and other areas.
- 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 supervisor 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.
- Participate in enrichment activities and record behavior memos as assigned by behavior staff.
- Consistency in following standard operating procedures.
- Appropriate and humane animal handling
- Follow safety and hazard procedures.
- Other duties as assigned.

Minimum requirements

- Must be cat-savvy.
- 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 good oral and written communication skills.

Abilities required

- Must be able to lift 50lbs.

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.