



ANIMAL CARE SPECIALIST JOB DESCRIPTION

Title: Animal Care Specialist

Supervised by: Director of Operations / Assistant Director of Operations.

Status: Part Time or Full Time, Non-Exempt

Organization

Friends for Animals of Metro Detroit (FAMD) is dedicated to the rescue, protection, and adoption of companion animals in need while inspiring the human-animal bond.

As animal advocates, we are committed to:

- Saving 100% of healthy and treatable animals.
- Providing high-quality animal care and adoption services.
- Delivering innovative outreach programs and activities that promote education.
- Promoting animal welfare legislation.
- Embracing environmental responsibility with earth-friendly practices and facilities.

Summary

The Animal Care Specialist performs routine animal care and related duties for Friends for Animals of Metro Detroit which provides animal sheltering services to the city of Dearborn. The work involves cleaning and maintaining animal areas inside and outside property of the facility, interacting with the public and other visitors to the shelter, handling incoming and current sheltered animals, and performing other related shelter duties. This employee will carry out daily assignments, follow through on matters, and use independent judgement and training to take appropriate actions to deal with standard recurring situations. Responsibilities will vary on the current needs of the shelter.

Roles

- Cleans kennels, cages and other animal housing areas.
- Performs shelter duties including providing the proper amount of food/water, proper bedding and other care to animals brought to the shelter, washing laundry and dishes, and all necessary housekeeping duties.
- Assists in medical testing, treatments, and euthanasia as requested.
- Assists in temperament and behavior assessments as requested as well as performs prescribed socialization and training methods in handling the animals.
- Interacts with public and assists volunteers, facilitates adoptions by answering questions, directs them to appropriate animals, etc.
- Works with volunteers; guiding them in their role, communicating with them, and answering their questions regarding a task or help with an animal.

- Ensures proper inventory levels of food, and other supplies. Informs supervisor when reordering is necessary.
- Follows all FAMD policies and protocols.
- Performs additional tasks as required.

Qualifications/Skills

- Must be at least 18 years of age.
- Must be able to work week days, weekends and some holidays.
- Prior animal experience or knowledge of animal care is preferred but not required.
- Maintains professional attitude at all times.
- Friendly communication with public/volunteers and staff.
- Handles animals safely and effectively.
- Follows all cleaning processes in the kennels and cages in an efficient manner.
- Development of animal handling skills as a result of on-the-job experience.
- Ability to work under high-stress environments and situations.
- Ability to follow directions.

Physical Requirements

- Visual requirement.
- Hearing requirement.
- Standing for long period of time.
- Walking for long period of time.
- Lift and carry up to 50 pounds.
- Climb step ladders and stairs.
- Bend, reach, hold, grasp, and turn objects.

License/Certificates

- Valid driver's license.

Other Factors

Worker is subject to working on weekends and holidays.

Employee may have to work outside in a variety of weather conditions.