



**Job Title:** Animal Care Specialist  
**Reports to:** Animal Care Supervisor  
**Department:** Animal Care  
**FLSA Classification:** Non-Exempt  
**Updated:** March 2018

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#### Core Values

- Open
- Driven
- Educator's Spirit

#### Strategic Anchors

- Save Lives
- Inspire Learning
- Connect Hearts

#### Position Summary:

The animal care department provides necessary infrastructure for ARF's rescue and adoption efforts. The animal care specialist role is to provide the daily care of ARF's animals to insure humane housing. Primary responsibilities include but are not limited to, feeding, cleaning, medicating of the shelter guests while following all proper handling protocols.

#### Principal Duties:

- Use your animal handling skills to provide daily care, exercise, feeding and cleaning for dog and cat shelter guests.
- Learn and use training techniques to make our animals the best possible family members in their new homes.
- Observe and report shelter animals for any unusual symptom that may be indicative of a medical or behavioral problem.
- Clean and maintain all animal living areas, kitchens, bedding, furniture and all animal/shelter equipment.
- Input and print relevant information in animal databases.
- Deliver medications to cat and dog shelter guests as indicated by Veterinary Clinic staff.
- Always promote a humane and caring attitude toward all animals.
- Maintain the confidentiality of all information.
- Follow established procedures governing safe work practices; to perform duties in a manner which assures the safety of oneself and others.
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- Always treat people and animals with respect, contribute to effective teamwork, promote staff cooperation, and foster public relations beneficial to ARF.
- Comply with all Federal, State and local safety regulations and laws, as well as ARF policies and guidelines. Follow established procedures governing safe work practices; and perform duties in a manner that assures the safety of oneself and others.
- Perform duties in a manner which encourages attainment of goals, contributions and business for ARF and its programs.
- Promote teamwork, communication, and cooperation with all other departments.
- Perform other duties as assigned.

#### Physical/Environmental Requirements:

- Work environment includes constant exposure to animals and animal allergens.
- Push/pull moderately heavy objects up to 25 pounds.
- Lift and move objects and animals weighing up to 50 pounds for short distances and to humanely restrain animals when necessary.
- Walk dogs weighing up to 150 pounds in a variety of weather conditions.
- Kneel, bend, stoop, squat, reach above and below shoulder level, grasp and turn objects, stand and/or walk frequently and repetitively throughout each shift.
- Flex the neck upward and downward; twist the neck and the waist.
- Dexterity to handle animals and small objects.
- Assess medical and behavior changes in animals using a variety of techniques including, but not limited to, visually and audibly.
- Sit for long and short periods of time using a computer.
- Tetanus and rabies inoculations are required or must be waived.

#### Experience, Abilities and Qualities Required:

- Prior experience medicating dogs and cats in a veterinary, shelter or boarding facility preferred.
- Preferred knowledge of various breeds and their characteristics, and familiarity with symptoms of diseases common to dogs and cats.
- Minimum of six months' work experience in an animal shelter setting.
- Handle multiple tasks and works well under pressure.
- Communicate information skillfully and effectively. Ability to comprehend and follow written and/or verbal instructions.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the workplace.
- Ability to communicate with the public, volunteers and co-workers in a pleasant, courteous and tactful manner at all times.

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- Demonstrate maturity, good judgment and professional manner and personal appearance.
- Comfortable and skilled in working with a diverse staff, volunteers and community.
- Must be able to acquire a Veterinary Assistant Controlled Substance Permit (VACSP) in compliance with the California Veterinary Medical Board.
- Must be able to pass a background check.

**Hours:**

Part-time: 24 Hours per week. Daily reporting hours and days of the week may vary according to the needs of the department. Some weekend work will be required. Periodical hours may be needed to cover vacation and illness of other co-workers.

**To Apply:**

An employment application is available for download. To apply for this job, please send your completed employment application, cover letter and resume to [mflores@arlife.org](mailto:mflores@arlife.org) and [aflores@arlife.org](mailto:aflores@arlife.org), fax to (925) 977-9079 or mail to "ARF Jobs, 2890 Mitchell Drive, Walnut Creek, CA 94598". Please specify in your cover letter if you are applying for a part time or full time position.