



**Position Title:** Animal Care Specialist  
**Reports to:** Shelter Manager  
**Summary:** Acts as a vital member of the shelter operations team to provide care for sheltered animals.  
**Classification:** Hourly rate, 10-40 hrs. per week, schedule varies

### **Essential Duties and Functions**

- Promote a humane and caring toward all animals and always treat all animals humanely, properly, and with compassion.
- Able to humanely handle and restrain animals, including difficult to control and potentially dangerous animals.
- Clean and maintain kennels and animal living areas daily, providing an odor free and low stress environment.
- Clean other shelter areas: sweep, take out trash, wash windows, etc.
- Clean and maintain shelter equipment such as carriers, leashes, brushes, etc.
- Wash food and water bowls and store them in an orderly fashion.
- Provide each animal with food and water following approved feeding protocols.
- Help with washing, drying, and folding of laundry.
- Help as needed with the check-in of new animals and inspections.
- Update kennel cards as needed under the direction of the shelter manager.
- Provide animal enrichment to include playtime with toys and activities.
- Maintain current knowledge of animals on premises, and accurately describe animals to the public using objective characteristics and behaviors.
- Monitor the health and well-being of the animals on an ongoing basis, rapidly identify any medical or behavioral concerns and immediately report to management.
- Administer daily medications and treatment according to instructions.
- Work with staff to develop a working knowledge of animal behavior and training.
- Educate adopters, discuss medical and behavioral issues, and provide written materials as needed.
- Post adoptions and animal information on social media as directed.
- Complete adoption follow-up.
- Assist other employees, clients, and volunteers in a cheerful and respectful manner as a representative of OCHS.

### **Required Knowledge, Skills, and Abilities**

- Must be 18 years of age or older.
- Able to read, write, understand, and follow oral and written instructions.
- Complete Fear Free Shelter program
- Must be punctual, reliable, and responsible.
- Possess a valid Oregon driver's license.
- Able to bend, kneel, walk, and reach frequently; stand and sit for up to eight hours; lift up to 50 lbs.

## **Physical Requirements and Work Environment**

- Exposure to zoonotic diseases
- Potential exposure to rabid animals, frequent interruptions, high noise levels, animal feces, animal allergens, bites, scratches, adverse weather, traffic, cleaning chemicals, fumes, dust, etc.
- The noise level in the work environment is usually moderate to loud.
- Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.

This job description is not intended to be an exhaustive list of all duties, responsibilities, skills, efforts or working conditions or qualifications associated with this position.

Oregon Coast Humane Society is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. Oregon Coast Humane Society makes hiring decisions based solely on qualifications, merit, and business needs at the time.