

## **Nevada Humane Society Job Description**

### **Dog Care Manager**

The Dog Care Manager will be responsible for the overall care and wellbeing of the dogs in the shelter, for ensuring that dogs are made ready for adoption in a timely manner, for the cleanliness of the shelter, and for the management of the animal care staff. The Dog Care Manager will also be responsible to actively support adoption efforts and to function as a member of the management team for the organization.

#### **Specific responsibilities include:**

- Hiring, training, and managing Animal Caregivers (staff members) and volunteers to ensure proper cleaning of the facility and proper care and handling of the dogs.
- Ensuring that dogs move promptly from Admissions through the evaluation, rehabilitation, grooming, and medical care process to the Adoption floor.
- Overseeing the admissions staff and the processing of animals into the shelter.
- Evaluating dogs for temperament, developing and implementing a behavior rehabilitation/socialization program for dogs who need extra help to be ready for adoption, and making the determination when a dog cannot be rehabilitated and is not a good candidate for adoption.
- Selecting dogs from the county shelter for adoption.
- Rapidly identifying problems or patient conditions (medical and behavioral) that needs to be addressed and ensuring the animals receive prompt and complete care and treatment.
- Working with the Adoption team to be sure that dogs get out to off-site adoption locations and are generally shown to their best advantage for on-site adoptions.
- Ensuring the proper documentation for each animal, listing them in the computer database, updating photos, and creating individualized descriptions of the animals to help promote them for adoption both in the computer system and on the cage cards.
- Documenting success stories about the animals to help share the mission and work of the Society with supporters.
- Ensuring that each dog receives adequate daily attention, including walking, off-lead play, facilitating dog-dog interaction, training, and behavior rehabilitation.
- Arranging transportation for animals as needed to medical appointments, off-site adoption locations and other shelters.
- Working cooperatively with rescue groups, on-site volunteers and foster care volunteers.

- Assisting the public, performing adoptions, admission, and other tasks as needed, always in a manner which demonstrates the Society's interest, care and concern for the public and the animals we serve.
- Promoting a humane and caring attitude toward all animals and to treat all animals with respect and compassion at all times.
- Assisting with cleaning, feeding, and other animal care duties as needed, including medical treatment and euthanasia.
- Working courteously and cooperatively with staff and volunteers to ensure that all established procedures and policies of the shelter are followed.
- Handling all animals properly and with compassion at all times, regardless of situation or circumstances.
- Maintaining healthy, safe, sanitary, pleasant and clean facilities for the animals.
- Maintaining the equipment and supplies to ensure proper care of the dogs.
- Performing all duties in a manner which encourages attainment of the Society's goals.
- Treating people and animals with respect; contributing to effective teamwork; fostering good public relations beneficial to the shelter and its programs.
- Work effectively as part of the management team on cross-functional programs, projects, and activities.
- Overseeing other animal areas in the absence of other managers.
- Performing other duties as assigned.

**Experience, Abilities And Qualities Required:**

- Affection for animals, concern for their welfare and a willingness to accommodate animals in the work place.
- Enthusiastic support of the no-kill philosophy.
- 4+ years previous management /supervisory experience.
- Familiarity with dogs, dog breeds, dog behavior either through formal training or experience working with a rescue group, humane society, foster care involvement or other animal welfare agency.
- Knowledge of dog training techniques and common medical conditions.
- Ability and initiative, work with minimal supervision and direction.
- Ability to communicate skillfully and effectively with a culturally diverse staff, volunteers and community in a professional, pleasant, respectful, courteous and tactful manner at all times.
- Maturity, good judgment and a professional personal appearance.

- Strong problem solving skills -- focusing on finding solutions to problems and challenges.
- Ability to lift and move objects and animals weighing up to 50 pounds for short distances and to humanely restrain an animal when necessary.
- Comfort and ability to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.
- Rabies inoculations are required or must be waived.
- Valid driver license with no record of convictions.

**Reports to:** the Operations Director

**Physical Requirements:** Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.

**Educational Requirements:** College education preferred high school graduation minimum, plus three years of public contact work or volunteer experience, preferably working with animals.

**Hours:** EXEMPT POSITION: Minimum of 8 hours per day, 40 hours per week. Daily reporting hours and days of the week may vary according to the needs of the department schedule. May be required to be on call on a 24 hour, 365-day basis. Includes weekend, night and holiday work.

There is no minimum period of employment guaranteed or implied by acceptance of an employment offer.

**Annual Salary Range:** competitive salary and benefits

We want to make employees aware that from time to time we euthanize animals who are sick or injured. Also, from time to time we need to end the life of a dog who has displayed aggressive tendencies and who poses a risk to public safety or to the safety of other animals.