

ANIMAL CARE TECHNICIAN POSITION DESCRIPTION

Organization: Interfaith Hospitality Network of Greater Cincinnati
Position: Animal Care Technician (Part-Time)

Mission: *The mission of Interfaith Hospitality Network of Greater Cincinnati is to provide homeless families emergency shelter and hospitality through interfaith communities and to work with families to find and retain stable housing.*

Summary:

Interfaith Hospitality Network of Greater Cincinnati's Pet Support Program shelters dogs, cats, and other pets for owners experiencing homelessness to keep families together and keep pets out of animal shelters. As our program grows, so does our need for more staff! We are searching for a part-time animal care technician to assist the Pet Program Coordinator to ensure animals are cared for and the shelter runs smoothly and effectively.

Animal Care Techs are responsible for the care of the dogs, cats, and other animals in IHNGC's kennels. Technicians feed, provide water, and clean and disinfect all dog kennels and cat cages daily. They also work with other staff and volunteers to facilitate owner visitation, intake animals into our care, maintain general kennel cleanliness, and assist with programs that enhance the quality of life of animals in our care. The Kennel Technician will work under the direction of the Pet Program Coordinator.

Qualifications:

Education and/or Experience

- Knowledge of caring for and feeding animals
- Knowledge of animal behavior patterns and disease symptoms
- Prior shelter or kennel experience preferred but not required

Language Skills

- Ability to read and interpret policies and procedures
- Possess strong oral and listening skills

Other Knowledge and/or Skills

- Ability to work under general supervision
- Ability to maintain accurate medical records
- Ability to restrain animals
- Ability to exercise judgment, tact and diplomacy
- Ability to understand and carry out oral and written instructions
- Knowledge of the occupational hazards and corresponding safety precautions necessary for the safe performance of assigned duties

Accountability:

Accountable to the Pet Program Coordinator.

Responsibilities:

- Clean and disinfect animal cages and kennels and other areas of animal use
- Feed and provide water for animals in care
- Maintain general cleanliness of the animals living spaces
- Assist volunteers with questions or concerns
- Speak with owners and help facilitate visits
- Administer medication
- Work with the Pet Program Coordinator to implement daily enrichment activities
- Assist in maintaining animal records
- Assist in the maintenance of equipment, building, grounds and supplies

- Report injuries or concerns to the Pet Program Coordinator
- Perform any other animal care and shelter duties as directed by the Pet Program Coordinator

Hours: 15-20 hours per week, generally Monday-Friday, 9am-5pm, flexibility required. One weekend day optional.

Benefits: full complement of benefits available at a pro-rated cost for part-time employees: medical, dental, vision, life, and retirement.

How to Apply: Send cover letter and resume to Garrett Parsons, Pet Program Coordinator, at garrett@ihncincinnati.org.