



## **Animal Care Technician**

### **Summary of Position**

The Animal Care Technician (ACT) position oversees all aspects of daily animal care. Your overall duties will support the physical, medical and behavioral enrichment of our rescued animals and assist in the day-to-day activities of running an animal shelter.

### **Key Responsibilities:**

- Assist in managing the basic care of animals in shelter and clinic by administering of medications, perform assigned tasks such as feeding, cleaning, medicating and transporting animals. Maintain the cleaning and organization of shelter and clinic environment
- Support and be able to direct volunteers on basic animal care. Should be able to multi-task and provide training and supervision where necessary.
- Assist in the intake process for animals according to FAR's mission and behavioral assessments of cats and dogs during county pulls or owner surrenders
- Assist with adoption processes in the shelter or at off-site locations for cats and dogs. Must know how to process paperwork to work with potential adopters. Should continue to improve knowledge of each animal to ensure the best home environment.

### **Preferred Qualifications:**

- Animal Shelter Care or Veterinary hospital experience is preferred.
- Ability to lift 45 pounds
- Extensive direct handling, carrying and restraining of animals, both large and small, carrying of supplies and equipment.
- Able to use electronic animal record keeping such as Petpoint or similar programs.
- Detailed oriented, respond quickly and calmly in a crisis