

Job Title: Director of Animal Care (DAC)

General Description of Position: The DAC is responsible for the health care of the Rutland County Humane Society (RCHS) animals and assist visiting veterinarians.

Job Requirements/Skills/Physical Demands: The DAC will require certification as a veterinary technician with excellent communication and telephone skills. Must effectively be able to read, speak, and write in English. Must have basic computer literacy skills and be able to handle multiple unrelated tasks simultaneously while working in a busy environment. Must also be able to lift 50 pounds, work on feet all day, and write legibly. Must be customer service oriented and friendly. Must be able to work a 40 hour Tuesday through Saturday shift. May also have to work some overtime for check-ins of new animals and emergencies.

The DAC will be required to be at work when scheduled and be on time. Must be able to administer injections, perform venipuncture, take vital signs of animals, and properly restrain animals when they become fractious during examination and treatment. The DAC must be able to give treatments/medications intravenously, orally, and subcutaneously. The DAC must be or be willing to obtain certification as a Certified Euthanasia Technician. The DAC must be able to work well independently and in a group.

During the first year of employment, the employee earns 5 days of paid vacation. The employee also receives five (5) paid sick/personal leave days per year after completing the 90-day introductory period. All time off is subject to the approval of the RCHS Executive Director. Upon hiring, the employee will be subject to a 90-day introductory period during which time employment may be terminated as determined by management. All aforementioned requirements are subject to change by the RCHS at any time.

Reports to: RCHS Executive Director

Supervises: Shelter Coordinator and up to four Shelter Assistants

DAC Duties: Work with the Shelter Coordinator in animal check-ins. This includes assessing the overall health and condition of the animal. If the DAC is not sure about something she/he discovers during the initial examination, it will be immediately be brought to the attention of the Executive Director and/or in consultation with one of the local veterinarians that provide veterinary services to the Shelter.

The DAC will be expected to focus on Shelter Medicine and stay on top of changing trends including medical and cleaning protocols, and implement the Pet Point computerized medical records systems.

Take vital signs of animals including temperature, pulse, and respiration.

Perform venipuncture, test for feline/canine diseases, microchip, vaccinate, and perform fecal flotations.

Administer flea and tick control treatments and injections following the instructions from a veterinarian or a treatment form.

Prepare and administer vaccines according to the RCHS vaccination protocol.

Prepare samples for outside laboratory analysis.

Maintain pharmacy records, controlled drugs, fecal, and hematology test logs.

Dispense medications.

Complete ear cleanings and nail trims.

Order medical and shelter supplies.

Handle telephone calls from foster parents.

If required, follow RCHS euthanasia protocol and procedures.

Perform other duties as assigned.

Work Environment: Humane Society. Mid-level client interaction, potential for exposure to zoonotic diseases and possible hazardous materials.

Continuing Education Requirements: None at this time

Exempt or Non-exempt Status: Non-exempt position