

ANIMAL CARE SUPERVISOR

Marin Humane is an equal opportunity, non-profit employer. Our mission is to transform lives through exceptional animal care, humane education, and advocacy. Every day, we inspire compassion and positive relationships between animals and people. Our Core Values are Dedication to Animals, Collaborative Spirit, Courage with Compassion, Pursuit of Learning, and Celebrating Differences.

BROAD FUNCTION: The Animal Care Supervisor assists in the safe, humane and cost-effective operations of the Animal Care Department; provides a high standard of care to the animals in our custody; maintains a good working relationship with other departments; along with Manager of Animal Care, encourages teamwork and a positive working atmosphere and oversees the selection, training, supervision and development of Animal Care staff. This position is a member of Marin Humane's supervisory team. He/she is accountable for accomplishing department goals, working collaboratively with internal and external stakeholders and supporting the mission, goals and philosophy of Marin Humane.

ACCOUNTABILITY: Manager of Animal Care

HOURS: Full time/40 hours per week

SALARY RANGE/CLASSIFICATION: \$20.27/hr - \$22.65/hr – non exempt

BENEFITS – SEE BELOW

Accepting internal and external applications through 8/7/17

ESSENTIAL DUTIES AND RESPONSIBILITIES

STAFF SUPERVISION

- Supervises daily work assignments and ensures that work is done in a timely fashion and in accordance with established procedures and shelter care standards
- Assists the Animal Care Manager in hiring and training Animal Care staff
- Conducts performance evaluations for Animal Care Technicians; enacts progressive discipline when appropriate
- Works closely with the Animal Care Volunteer Coordinator to ensure that volunteer goals and needs are met
- Assists the Animal Care Manager with conducting department meetings on a regular basis; takes, transcribes, and distributes meeting minutes
- Attends other meetings to represent Animal Care as needed
- Prepares monthly reports and/or other data as requested by the CEO or Animal Care Manager

CASE MANAGEMENT

- In conjunction with Animal Care Manager, ensures prompt processing of animals utilizing effective case management
- Strives to minimize animal length of stay in the shelter
- Works with other department supervisors and managers to ensure smooth and effective operations and communication between departments regarding animal status and welfare

ANIMAL CARE

- In conjunction with the Animal Care Manager ensures the care, enrichment and processing of all resident animals while maintaining exemplary shelter care standards
- In conjunction with the Veterinary Assistant, ensures the administering of daily medications and medical treatments of shelter animals

PERFORM EUTHANASIA

- Provides compassionate care at the end of an animal's life
- Performs euthanasia in accordance with Society policies and California laws

This job description reflects the assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Marin Humane is an at-will employer.

- Assists in euthanasia training and mentoring of Animal Care Technicians
- Maintain accurate euthanasia records

SUPPLY MANAGEMENT AND INVENTORY

- Monitors inventory to ensure sufficient availability of needed food and supplies
- Assists the Animal Care Manager with the ordering and receiving of shelter equipment and supplies
- Issues necessary equipment to Animal Care staff

CUSTOMER SERVICE

- Promotes and emulates exemplary customer service by providing courteous, prompt and responsive service to internal and external customers
- Works with the Animal Care Volunteer Coordinator to provide training in procedures and protocols as needed
- Understands, supports, and articulates the organization's policies and philosophies to the public in a positive and effective manner
- Fosters teamwork, creativity and a work culture aligned with MHS mission and values

SAFETY AND SECURITY

- Proficient at reading animal body language and act accordingly towards fearful or aggressive animals
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules
- Must be willing to report safety violations as well as potential safety violations to appropriate supervisory or management personnel
- Maintains appropriate files and records as assigned
- Adheres to the files and records retention policies and procedures

DESIRABLE QUALIFICATIONS:

An ideal Candidate will possess the following knowledge, skills and abilities:

- Certified, or able to become certified, to perform humane euthanasia to MHS standards
- Ability to work well and communicate positively and effectively with the public, volunteers and staff
- Ability to work individually and as a member of a team
- Ability to identify and address compassion fatigue in department staff
- Department staff scheduling skills
- Animal handling skills and the ability to provide basic medical treatments to shelter animals
- Accumulated knowledge of and compassion for domestic animals and wildlife
- Ability to manage multiple tasks in a fast paced environment with strong organizational skills
- Proficient knowledge of MS Suite and Shelter Buddy preferred
- Good communication skills, both oral and written. Maturity and good judgment
- Must be available to work irregular hours, weekends and holidays

Pre-employment physical and Background check, at the Marin Humane Society's expense
 Rabies vaccination required and provided at the Marin Humane Society's expense
 Possession of valid California drivers license and good driving record is desirable

EDUCATION AND EXPERIENCE: A typical way of gaining the necessary knowledge, skill and ability for this position is a minimum of four years experience working with animals in a Veterinary Hospital or Animal Shelter and/or licensed AHT. A minimum of one to two year's supervisory experience.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stand and/or walk for long periods of time, talk and hear.

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- The employee must regularly lift and/or move up to 50 pounds. The employee is regularly required to pull and/or push items weighing up to 20 pounds and occasionally pull and/or push items weighing up to 50 pounds.
- The employee is frequently required to stoop, kneel, crouch, or crawl.
- The employee is frequently required to use hands (requiring dexterity), reach with hands and arms; talk and hear.
- This position involves a regular amount of repetitive motion of the hands & wrists.
- The employee is occasionally required to sit and climb or balance.
- Specific vision abilities required by this job include close vision, peripheral vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles (including animal dander) and toxic or caustic chemicals.
- The noise level in the work environment is frequently loud.
- The employee will be exposed to dangerous and rabies suspect animals.
- The employee can be exposed to traumatic experiences that can expose them to stress, compassion fatigue, and post-traumatic stress disorders.
- Willingness to work outside normal business hours.

BENEFITS:

FULL-TIME REGULAR EMPLOYEES (AT LEAST 30 HOURS/WEEK):

- Medical/Vision Plan
 - KAISER HMO
- Alternative Care Coverage
 - Chiropractic
- Dental Plan
 - Includes Orthodontia for dependent children
- Domestic Partner Coverage Available (Medical and Dental plans)
- Life Insurance
- Long Term Disability Insurance

ALL REGULAR EMPLOYEES (AT LEAST 20 HOURS/WEEK):

- Section 125 Cafeteria Plan
- Employee Assistance Program
- Fitness Reimbursement Plan
- Voluntary Long Term Care Insurance available
- 403(b) Retirement Plan
- Paid Holidays
- Paid Vacation
- Paid Sick Leave
- Sabbatical Leave

ALL EMPLOYEES (INCLUDING PART-TIME AND TEMPORARY):

- Paid Sick Leave

To Submit an Application – Mail or Delivery:
Marin Humane
Human Resources
171 Bel Marin Keys Blvd
Novato, CA 94949
 Fax: **(844) 275-3018**
 Email: **Jobs@MarinHumane.org**

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