

303 Homestead Avenue  
Holyoke, MA 01040  
413.538.7000

Financial Aid Office  
P: 413.552.2150  
F: 413.552.2192

## Federal Work Study Job Description Form

**Job Title:** Animal Care Specialist

**Desired No. of Hires:**

**Department or Organization:** Dakin Humane Society

**Address (Off campus only):** 171 Union Street Springfield, MA 01105

**Supervisor:** Michele Snizek

**Designee:** Margaret Downing

**Site Supervisor:** Brenda Forsell

**Office:** Campus Center 102A

**Office:** Campus Center 102G

Animal Care Manager

**Phone:** 413-552-2268

**Phone:** 413-552-2557

**Phone:** 413-781-400x116

**Email:** [msnizek@hcc.edu](mailto:msnizek@hcc.edu)

**Email:** [mdowning@hcc.edu](mailto:mdowning@hcc.edu)

**Email:** [bforsell@dakinhumane.org](mailto:bforsell@dakinhumane.org)

### General Job Description:

Under the supervision of the animal care manager, the animal care specialist ensures the successful operation of Dakin adoption centers by providing humane care for the animals and contributing to the operation and maintenance of the facility.

### Detailed List of Duties:

Provide consistently high standards of humane care for all Dakin animals, including best practices in enrichment, rehabilitation, feedings, housing and medical care. Ensures that prescribed medical and behavioral treatment programs for all sheltered animals are carried out. Performs routine kennel work, including cleaning, disinfecting of animal care areas, cages, kennels, and public areas. Provides daily dog walking. Participates in the screening and selection of animals in accordance with agency guidelines. Performs daily rounds with a focus on the efficient flow of animals through the adoption centers at all times. Performs initial and continued health and behavior screening of sheltered animals. Examines animals and delivers vaccines, blood tests, and treatments. Observes animals for signs of illness or injury and reports such to the manager on duty or veterinary staff for treatment. Schedules animals for spay or neuter surgery at Dakin's Clinic. Accurately maintains records and daily paperwork. Other duties as assigned.

**Opportunities for Advancement:** *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Special projects as identified based on needs of the agency and particular skills, areas of interest of the student

**Responsibility Involved:** *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

Conducts high quality delivery of adoption center outreach programs. Serves as a representative of Dakin to customers, assessing their needs and delivering excellent service. (See extended job description for further details)

### Skills and/or previous experience desired:

Knowledge of basic domestic animal care and safe/humane animal handling. Requires computer proficiency in word processing, spreadsheets, email and shelter software. Bilingual English/Spanish a plus!

### Amount of supervision required:

Regular     Occasional     Minimal

*Student employees are not permitted to work without any supervision.*

**Hours desired to cover (evening, weekend, etc.):** Attend Dakin events as required; may include evenings and weekend hours.

**How to Apply:** Contact Margaret Downing, listed above.

**Completed and Submitted By:**

Brenda Forsell  
*Print Name of Supervisor*

Animal Care Manager  
*Title*

9/26/2016  
*Date*

*Please return completed form to [skapinos@hcc.edu](mailto:skapinos@hcc.edu)*