***JOB DESCRIPTION: Kennel Technichian***

## *REPORTS TO: Amy Decristofaro, Hospital Manager*

**POSITION OVERVIEW:**

The kennel technician is the second-line of responsibility for keeping our medical facility in a clean and sanitary condition. This involves a great deal of medical-grade cleaning - at least 40% of available job time. They aid the technician assistants in achieving greater efficiency by helping restrain patients for them. Kennel Technicians are responsible for walking feeding , watering & bathing patients. Administering medication for boarding patents, and assisting our technicians as requested.

This position is ideal for energetic animal lovers that are interested helping the hospital grow while developing their skills. You must be able to remain on your feet during all working hours, handle all breeds of dogs & cats safely and effectively, and lift and carry at least 40 pounds.

**QUALIFICATIONS / REQUIREMENTS:**

**EDUCATION REQUIREMENTS**

* High school diploma or equivalent.
* Minimum 18 years of age
* Experience in caring for animals, proper restraint techniques preferred

### PERSONAL REQUIREMENTS

* Minimum of 18 years old.
* Ability to read and comprehend instructions
* Effectively communicate with clients in person and by phone about their pet.
* Genuinely enjoys working with animals and is able to deal with them even when they are stressed, ill or in pain.
* Is experienced in the teamwork approach and works well with all levels of hospital team members.
* Have excellent client communication skills.
* **Physical Effort**: Work requires lifting and carrying animals (will be assisted by other staff members in lifting animals over 40 lbs). Walks or stands for extended periods or time; frequently works in a bent or squatting position.
* **Working conditions**: May be exposed to unpleasant odors, noises and animal feces. May be exposed to bites, scratches and contagious diseases.

**PERFOMANCE EXPECTATIONS:**

* Can provide compassionate care to boarding patients as well as hospitalized patients and clients
* Can conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks
* Can recognize emergency situations, enlisting the aid of doctors and technicians
* Can legibly keep accurate medical records in accordance hospital policy ( abnormal behavior, eating habits, eliminations etc)
* Can effectively restrain pets with proper technique even when large or difficult
* Understands all common vaccinations and vaccination protocols
* Understands the importance of a clean and orderly facility, does not hesitate to clean or organize and stock supplies as part of a normal job duty
* Understand infectious diseases and how to control and prevent their spread
* Clean and disinfect cages and runs in dog wards and cages cat ward, and yards as needed, using hoses and spray bottles for disinfectant. Use squeegees to remove excess water.
* Clean and disinfect all cat litter boxes, food and water bowls and disinfect kitty condos.
* Walk through kennel areas regularly, checking each pet for abnormal activity such as vomiting, diarrhea or blood in the cage/run
* Give baths to pets on scheduled day of departure, or as necessary during boarding/hospitalization; this may include performing medicated baths or dips.
* Administer medications while boarding if necessary
* Maintains positive, cooperative relationships with other employees
* Gives SQ injections
* Can handle client’s medical questions with confidence and direct to veterinarians when appropriate
* Assist the receptionist in the boarding pet check-in/out; this includes retrieving and bringing up pet from boarding, taking special instructions for feeding or additional services, returning all personal items upon discharge, and keeping record of all important information.
* Knows common disease states and can alert veterinarians when symptoms change or when concerns arise with hospitalized patients
* Can admit boarding pets following hospital policy and doctors written orders.
* Cleans equipment and facilities using chemicals and supplies; understands the importance of safety of use of chemicals in our facility
* Maintains the cleanliness of the hospital each day
* Operate washer/dryer to clean hospital laundry.
* Sweep /Vacuum and mop all hospital floors and change all garbage cans
* Understands and carries out the **daily, weekly and monthly HOSPITAL list** to maintain the hospital cleanliness, the equipment, and overall appearance of the hospital
* Understands and carries out oral and written directions
* Maintains positive, cooperative relationships with other employees
* Performs other duties as assigned including assisting in other areas
* Demonstrated desire and ability to learn from mistakes and not repeat them
* Demonstrated ability to multi-task
* Professional appearance and attitude at all times
* Demonstrated ability to learn new skills
* Demonstrated ability to work as an effective kennel Team Member
* Dependable transportation and the ability to show up for work on time, without exception
* An appreciation and respect for the diversity of the clients and patients we serve
* Maintains the grounds of the property including waste disposal, light maintenance of landscape upkeep and general building maintenance if needed

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