



**Position: Animal Care Manager**

Full time time (Salaried)

Immediate Supervisor: Executive Director

**Availability:** Hours and days will vary depending on organizational needs. Includes weekend work.

**General Position Summary:** The Animal Care Manager is responsible for overseeing the health and wellbeing of all animals and works hand in hand with staff, volunteers, foster parents, and partner veterinarians to ensure quality care both at the Nursery and in foster homes.

The ideal candidate will have a working knowledge of common feline diseases (symptoms, means of transmission, treatment, and prevention), medications, and cat behavior.

**Essential Function/Major Responsibilities:**

- Actively work to improve program operations and communications
- Intake all new animals
- Schedule all routine and non-routine medical appointments, both in-house and at veterinary clinics
- Schedule all spay/neuter appointments
- Record all medical records and notes in a timely manner
- Work with the Community Engagement Coordinator to host educational medically minded classes (how to give fluids, caring for ringworm kittens, etc.) to boost knowledge and confidence in our foster parents
- Do daily “rounds” to assess all animals
- Distribute daily medications and maintain system that will ensure animals are properly medicated and observed on your days off
- Eyes on all foster animals every 2 weeks
- Maintain excellent animal care and customer service standards
- Uphold good quarantine practices to prevent the spread of disease
- Take home an on-call emergency cell phone for 1-2 weeks each month as part of joint rotated effort between staff members
- Ensure medical equipment is in good working order

- Communicate with foster, volunteers, adopters, and members of the community in a compassionate, tactful, and professional manner
- Work well with team members and ensure your actions are in line with the organization's goals and mission
- Collect specimens for diagnostic testing
- Create treatment plans and communicate them effectively to relevant staff, volunteers, and foster parents

**Qualifications:**

- Hands-on experience with kittens and a strong commitment to ENKA's mission
- Broad knowledge or strong desire to learn of care and best practices specific to neonatal kittens
- Broad knowledge or strong desire to learn of the animal welfare sector, including familiarity with animal welfare laws, legislation, and regulations
- Demonstrated communication skills, both written and oral
- Excellent interpersonal, customer service, and time management skills
- Familiarity or strong desire to learn of shelter medicine, including vaccination requirements and common neonatal kitten illnesses and treatment protocols
- Ability to work with minimal supervision
- Maturity, excellent judgment, and professionalism
- Ability to read, write, and understand English
- Ability and desire to nurture relationships beneficial to the organization and programs
- The ability to multi-task
- Comfortable with handling and medicating semi-social animals

**Optimal Skill Set:**

- The ability to draw blood from an 8-week old kitten
- The ability to use a microscope to identify common parasites

**Physical Requirements:**

- Physical ability to walk and or stand on your feet throughout a normal workday required. Ability to bend and squat.
- Physical ability to engage in repetitive motions of legs, arms, and hands and to hear and see clearly.
- Allergic conditions, which may be aggravated when handling or working with cats or certain products like bleach, detergent, or concentrated peroxide, may be a disqualification.

**Working conditions :** Conditions may include working alone, working inside or outside during varying weather conditions, frequent interruptions, and some evenings/weekends.