**Humane Society of Washington County**

**13011 Maugansville Road**

**Hagerstown, MD 21740**

**Job Description**

**Job Title: Animal Care Supervisor**

**Department: Animal Care**

**Reports To: Manager of Life-Saving Programs**

**Job Status: Full-Time**

**Revision Date: September 4, 2024**

Essential Duties

Under the supervision of the Life-Saving Manager (LSM), the Animal Care supervisor (ACS) oversees the integrity of the HSWC animal care program by ensuring all animals in the shelter receiving adequate and species- appropriate nourishment, housing, and exercise. The ACS is an active participant in the HSWC Leadership Team. This position supervises animal care staff and mentors volunteers assigned to AC.

Tasks and Responsibilities

* Oversees Animal Care Technicians, preparing staff schedules, work flow, assignments, and reviewing time cards.
* Models the highest standards of humane care, housing, and handling of all animals.
* Ensures that Animal Care SOPs are up-to-date and that staff are trained to apply policies to every day work.
* Effectively communicates with staff and other members of leadership.
* Minimizes disease transmission by maintaining high standards of sanitation.
* Holds weekly meetings with Team Leads and supervisor to ensure fluid and timely communication.
* Oversees proper opening and closing procedures for the facility.
* Ensures a safe and clean environment to reduce injuries and control disease.
* Ensures shelter, storage areas, animal housing areas and prep rooms are sanitized, neat, and organized.
* Maintains Animal Care cleaning and feeding inventory and notifies management.
* Recommends disciplinary action according to policy/procedures to the Life-Saving Manager
* Ensures Animal Care staff understands the expectation of being designated essential personnel.
* All other duties as assigned.

Qualifications

* 1+ year of animal care and supervisory experience preferred
* Ability to multi-task in a fast-paced environment
* Excellent time management skills
* Ability to work both independently and collaboratively
* Strong attention to detail and ability to decern urgent needs from routine needs.
* Availability to work daytime, evenings, weekends, and holidays when needed
* Willingness to find a way to the shelter to care for the animals’ needs, even during inclement weather.
* Committed to treating animals with kindness and respect
* Ability to transport animals to various locations as needed following standard state laws.
* Ability to mediate to resolve conflicts, questions, and problems in a professional manner and with consideration for the good of the organization.
* Ability to follow and uphold the HSWC Workplace Expectations and Culture Agreement
* Ability to perform and oversee humane euthanasia and prepare samples for rabies testing as directed (when trained)
* Ability to oversee and follow all procedures established to maintain a safe work environment including using Personnel Protective Equipment (PPE), safe animal and chemical handling, reporting of all near misses and accidents
* All other duties as assigned.
* Satisfactory completion of pre-employment background check.
* Must be at least 18 years of age, high school diploma or GED, valid driving license with clean record.
* Ability to operate a computer and knowledge of commonly associated software programs.
* Demonstrate excellent oral and written communication skills and ability to follow instructions as given in either form.
* Ability to handle stressful and/or difficult situations as presented by visitors, staff and/or volunteers.
* Ability to safely and humanely handle, restrain or move healthy, sick, injured, or diseased animals.
* Ability to work in environments with possible exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, traffic hazards, pathogenic substances, animal attacks or animal bites.
* Ability to lift up to 50 pounds, work with all species, and have the physical ability to maintain balance, stoop, crouch, and reach over your head.
* Demonstrates understanding and ability to communicate effectively the policies and procedures of the Humane Society.

Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

*Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.*