



MAUI HUMANE SOCIETY
Job Description

The Maui Humane Society is committed to protect and save the lives of Maui's animals, accepting all in need, educating the community, and inspiring respect and compassion towards all animals.

Job/Position Title: Animal Care Manager Cat & Small Animal **Status:** Exempt **Date:** May 2023

Primary Purpose: Responsible for day to day operations of the cat & small animal Animal Care Technician and Animal Care Attendants. Leads and directs staff and works with the Director of Animal Care (DAC) to ensure goals and objectives for quality animal care, behavior/medical pathways are carried out for our department. As a member of the management team, serves as a resource to other teams and departments.

Staff Supervised: Animal Care Technician (ACT), Animal Care Attendants Cat & Small animals (ACA) and related volunteers

Essential Duties/Functions:

1. Oversee the population of cats & small animals, works with ACT to create individualized pathways for each cat & small animal; monitoring mental/behavior and physical health of shelter animals; utilizing safe animal handling practices.
2. Supervise, coach and train ACT and ACAs, providing continuing education and scheduling regular staff meetings.
3. Supervise related volunteers.
4. Make work assignments and staff schedules. Review and approve employee timesheets.
5. Participates in daily rounds/schedule meetings with ACT for pathway progress.
6. Work with the DAC to hire, evaluate, recognize, discipline and terminate employees.
7. Responsible for daily oversight and with the coordination of the Animal Care Technician, to maintain efficient pathway flow for each cat & small animal. Under the supervision of the DAC will have oversight of assignments of daily ACA duties, best practice cleaning/care, ACT physical exams, administration of vaccines and medications, safety and care of cats and small animals from intake to outcome.
8. Ensure accurate record keeping in relevant spreadsheets, Pet Point database is up to date.
9. Research and draft policies and procedures for review as requested by DAC. Ensures compliance with approved policies and procedures. Collects and submits department data and reports as needed.
10. Participate in evaluation and selection of cats & small animals for adoption, foster, medical treatment, transfer, return to owner and euthanasia.
11. Serve as a signer for euthanasia decisions and is able to generate euthanasia paperwork.
12. Participates and leads 360 Committee, pathway planning.
13. Provide input to DAC regarding budgetary needs.
14. Responsible for maintaining the inventory of animal care supplies including feeding and cleaning supplies.
15. Ensure accurate record keeping in Pet Point both medical/behavior, updating relevant spreadsheets.
16. Works with Transfer Coordinator, Dog Foster Coordinator, Volunteer Coordinator, Pet Retention Specialist and Enrichment Manager.
17. Communicates with other departments as needed to ensure smooth and efficient operations.
18. Interacts with coworkers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst departments.
19. Attend and participate in departmental, management and shelter meetings. Attend educational opportunities as recommended/approved.
20. Identifies needs for repairs and/or replacement of equipment when necessary and communicates

needs to DAC. Report and correct any safety hazards or unsafe use of MHS equipment. Assist with safety compliance responsibilities.

21. Communicates effectively with DAC on relevant issues, keeping DAC informed in a timely manner.
22. Participate in disaster preparedness and response activities for the shelter and community as it pertains to pet related needs.
23. Facilitate promotional strategies and activities and solicit support of agency overall, maintaining and promoting a positive public image standard relevant to MHS.
24. Responsible for overall cleanliness and organization of relevant work areas.
25. Presents a positive and professional image of the Maui Humane Society to the public.
26. Understand that you are an "essential worker" in times of community emergencies and will be required to work as deemed necessary by DAC or Executive Director.
27. Other duties as assigned by DAC.

Working Conditions: Air-conditioned office environment, shared office space, and outdoors with animals.

Equipment Used: Animal care and restraint equipment, nets, traps. Computers, printers, digital camera, phone, tablet, copier.

Working Hours: This is a salaried position that requires flexibility. While a typical workweek will be 40 hours and may include weekends, opening and closing procedures, emergencies and/or meetings will require flexibility.

Mental Demands: Requires the ability to multi-task, prioritize and handle high levels of stress. Position requires excellent organizational skills, as well as a high level of accuracy and attention to detail. Must have adequate judgment and self-confidence to handle supervisory duties. Must be able to meet deadlines and delegate appropriately. Must be a team leader able to instruct, guide, commend, and provide correction as needed for staff. Requires exceptional attention to detail, courteous and professional demeanor, extensive interaction with staff and public. Requires the ability to think clearly, act quickly and utilize sound judgment in a variety of situations including those requiring confidentiality. Requires the ability to be self-disciplined and self-motivated. Must have the ability to create a team and cooperative environment amongst own department as well as other departments and volunteers. Requires emotional capacity to handle euthanasia related issues including communication about these issues to the public.

Physical Demands: Requires the ability to be physically active during the entire shift, including standing, lifting, stooping. This position involves desk and computer work. Must be able to lift and carry up to 50 pounds. Must be able to work at a fast and efficient pace.

Qualification Requirements:

Minimum Qualifications:

- High School Graduate or equivalent.
- Minimum 5 years of experience in animal welfare or ability to demonstrate skills.
- Minimum 2 years of supervisory experience or ability to demonstrate skills.
- Excellent verbal, written and observational skills.
- Able to work independently and in a team setting.
- Professional in appearance and behavior.
- Must be a goal oriented self-starter with a willingness to go beyond prescribed work and time schedules to meet deadlines.
- Confident computer skills including experience with Google Apps (Gmail, Docs, Sheets), social media, databases, internet navigation and research.
- Possession of a valid driver's license with a clean driving and criminal abstract.
- Fear Free Certification

General Requirements:

- Must have a passion for animals and support the mission of the Maui Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these

values to others.

- General knowledge of pet behavior and care, including basic animal handling and breeds. Ability to work with and handle all kinds of animals in a safe and responsible manner.
- Positive attitude a must!

Additional Qualifications that would benefit this position:

- Prior background in animal welfare or related field including knowledge of animal behavior, shelter medicine, species specific zoonotic diseases, and standards of cleaning/disinfection.
- Post high school education, especially as related to management.