



## Heart of the Valley Animal Shelter *Job Description*

<b>Job Title:</b>	Behavior Associate	<b>Date:</b> 7/10/2024
<b>Work Hours:</b> Full time - 36 hours per week, Sunday – Wednesday schedule	<b>Starting Wage: \$19.00 - \$22.00 hourly; non-exempt</b>	

**BRIEF JOB SUMMARY:** Assists Behavior and Enrichment Manager with implementation of behavior assessments, behavior modification, daily enrichment, adoption and intake counseling for dogs and cats. Oversees Canine Sleepover Program. Other duties as assigned.

Reports directly to the Behavior and Enrichment Manager (BEM).

**THE OVERALL STRENGTH LEVEL OF THIS JOB IS: MEDIUM – HEAVY**  
*(Medium – Heavy duty is considered 50lbs. or more)*

**Essential Job Functions:** *(Other duties may be assigned by the Operations Director per training and qualifications.)*

***Behavior/Enrichment and Training Duties:***

- Compile historical information for completion of Adoption Summaries for all Fast Track Dogs.
- Perform canine behavior evaluations in conformance with HOV policies and procedures in the cooperation and guidance of the Behavior and Enrichment Manager.
- Ensure dog to dog introductions are completed in a timely manner; observe and/or oversee more complex introductions
- Create and oversee dog play groups with appropriate dogs.
- Organize group walks.
- Ensure behavior observations are recorded by staff using the Behavior Information Form protocol.
- Develop and implement behavior modification/enrichment plans using the Behavior Information Form protocol and communicate with staff regarding their role, if any, in the implementation of those plans.
- Communicate behavioral concerns and interventions to the BEM.
- Communicate health and welfare concerns to the BEM and/or Shelter Vet Staff.
- Ensure behavior plans are being followed in cooperation and guidance of the BEM.
- Write Bios for adoptable dogs and obtains quality images of adoptable dogs.
- Develop and implement individualized enrichment plans for all long stay animals in cooperation and guidance of the BEM.
- Oversee the Canine Sleepover Program, selecting dogs that would benefit from the program and communicating/coordinating with sleepover volunteers.
- Complete adopted Behavior Consult dogs call-backs
- Perform behavior consults for HOV adopters and adoptable animals deemed ‘Behavior Consult.’
- Assist with behavior related surrender counseling, as needed
- Perform Initial Medical Exams for canines or felines with non-surgical requirements.

- In collaboration with the social media committee and Volunteer & Outreach Manager, develop n creative ways to promote adoptable long stay animals.
- Maintain positive customer relations and public visibility and act as a professional ambassador for all public interfaces in a manner uphold the mission and goals of HOV.
- As needed, and per HOV protocols, performs intake exams, vaccinations and deworming on new dogs and cats coming into the shelter.
- Assists with daily animal care, as needed.
- Other duties as assigned.
- Work with BEM to implement training programs for HOV staff.
- In conjunction with the Volunteer Manager and BEM, conduct training programs for HOV volunteers.

**Qualification Requirements:** (To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations will be made to enable individuals with disabilities to perform the essential functions.)

1. Must be able to work comfortably with dogs and cats of all breeds and ages
2. Must be well versed in canine and feline behavior and safe animal handling
3. Must have a minimum of 2 years’ experience in canine and feline behavior and safe animal handling
4. Must be able to write and communicate effectively with staff, volunteers, and members of the community.
5. In the process of obtaining Animal Behavior or Canine Training credentials (CTC, CCPDT- KA, CBCC- KA) a plus.
6. Must be able to lift a minimum of 50lbs
7. Must be able to work outdoors in all types of weather

**Special Machines, Tools, and Equipment Used:** Power washer, industrial size washer/dryer, computers, standard office equipment, shelter vehicle.

I understand the requirements of this position. I also understand that the duties listed above may not be all inclusive of the duties I will be required to perform.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Employment Disclaimer:** *This job description is not a contract – management reserves the right to change its contents at any time. This organization complies with the 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 of the Vietnam era. This organization is an Equal Opportunity Employer.*