



**Humane Society**  
FOR SOUTHWEST WASHINGTON

### **Animal Care Team Lead (Dog Team)**

Completing families since 1897; we are committed to enriching the lives of people and pets through serving our community as it changes and grows. Through education, outreach, adoption, events, and support services for families, we are expanding our HSSW family every day! Imagine working with people to care for the dogs and cats in our community of Southwest Washington.

The Humane Society for Southwest Washington (HSSW) is in search of *\*The Ideal Team Player®* to join our team as **Animal Care Team Lead** for our dog team. This position requires an individual who has a passion for collaborating with people to build a successful team, strives for excellence and loves working around companion animals. Consider a change working toward a mission that will change you forever! **People + Dogs + Cats**

### **Animal Care Team Lead**

The Animal Care Team Lead, under direction of the Animal Care Supervisor, coordinates the daily work of Animal Care Technicians, volunteers, workforce partners and community work crews to ensure that all team areas are clean, animals are cared for, and processes are on track according to protocol. The Animal Care Team Lead is the teams primary subject matter expert regarding these tasks and is the primary trainer for new staff, volunteers, workforce partners and community work crews. The Animal Care Team Lead is expected to participate in HSSW professional development coursework and activities and will assist the Animal Care Supervisor in the professional development of the team.

### **Compensation and Benefits**

The Animal Care Team Lead is an FLSA Nonexempt position with an hourly pay rate starting at \$17.50 per hour. Pay increases are contingent upon experience, attitude, work ethic, commitment to teamwork, learning ability, skill level, core competencies and organizational budget.

In addition to serving in an organization with a compassionate and strategic purpose; full time employees currently enjoy health, dental and vision insurance benefits, paid time off, floating holidays, matching 401 (k) with ROTH option retirement plan, access to employee assistance program, Section 125 FSA Cafeteria Plan, employee discounts that include partner organizations and access to affordable life, disability, and accidental supplemental insurance.

### **The Ideal Applicant**

- Displays interest, enthusiasm, and an affinity for leadership and working with both people and animals.

- Demonstrates an attitude of being in service; using good judgment; maintaining a positive outlook; and, ideally, a sense of humor.
- Works well on teams and demonstrates an attitude and commitment to collaboration with a sincere interest in helping others succeed.
- Is committed to achieving excellence individually and as a part of the team.
- Exhibits an approach to adaptability through overcoming obstacles to achieve results, remaining flexible and open to new ideas, recognizes and encourages others to understand changes in work tasks, situations, and environment as the basis and value for transformation.
- Is committed to personal and professional development through life-long learning.

#### **Team Lead Essential Duties & Responsibilities**

- Provide training & coaching to team of staff, volunteers, and workforce partners to perform their essential duties according to Standard Operating Procedures efficiently and effectively. Promoting the development of tactical skills needed for promoting the advancement of HSSW's strategic goals and mission.
- Assist supervisors in delegation, implementation, and oversight of the daily workflow of assigned staff, volunteers, and workforce partners. Open/close facility as necessary.
- Assist supervisor with hiring new department personnel and provide feedback for staff evaluations, coaching/support & goal setting opportunities.
- Communicate effectively and empathetically with visitors, staff & volunteers. Make decisions and solves issues that are within the team lead scope of authority, actively seeks guidance from leadership when appropriate.
- Promote communication and cooperation between departments. Recognize the need of other departments and work to adjust personnel to help when applicable. Actively support volunteer programs by attending appropriate meetings and trainings.
- Takes immediate action to remedy safety issues, incidents, or equipment failures. Responsible for addressing safety concerns or noncompliance of safety rules that could put an employee, volunteer, workforce partner, client, animal, or the organization at risk.
- Follow all safety guidelines to ensure a safe work environment.

#### **Animal Care Duties & Responsibilities**

- Perform euthanasia of selected animals with compassion and assist in Euthanasia Technician training.
- Recognize symptoms and provide supportive care for animals suffering from common diseases.
- Perform animal care technician duties as needed, including cleaning, and sanitizing of kennels, cages, and public areas, following shelter protocols to ensure a safe, healthy environment.

#### **Required Qualifications**

- Must possess a valid driver's license and insurable driving record.
- Must be able to communicate effectively in written and oral form

- Must know how to operate MS Office programs and other related software
- Certification in Euthanasia by Injection within 3 months of accepting position
  - In-house training provided

### **Preferred Experience**

- Teaching, training, coaching &/or mentoring
- Animal Handling

### **Potential Animal Care Career Path**

Animal Care Supervisor, Animal Care Manager, Director of Animal Care & Population Management, Director of Shelter Operations

### **The HSSW Culture**

**Vision:** A community where everyone loves and cares for animals.

**Mission:** Rescue. Return. Restore. Rehome. Reconnect. One animal at a time.

**Values:** Compassion. Collaboration. Excellence. Service. Integrity. Stewardship.

We endeavor to seek excellence in all we do; we strive to maintain a positive attitude while doing it; we seek out opportunities to be in-service to one another; we depend on teamwork & collaboration in setting and achieving goals; with leadership as a core value, we recognize that everyone has the opportunity to lead by setting a positive example of excellence, attitude, service, teamwork & collaboration.

We seek to hire and surround HSSW with team members that are \*humble, hungry, and smart.

- Humble team members are quick to point out the contributions of others and slow to seek attention for their own. They share credit, emphasize team over self and define success collectively rather than individually.
- Hungry team members are self-motivated and diligent. They are constantly thinking about the next step and the next opportunity.
- Smart team members are interpersonally appropriate and aware. They have good judgment and intuition around the subtleties of group dynamics and the impact of their words and actions.

### **Physical Demands and Working Conditions:**

Primary workplace is at an animal shelter that operates 7 days per week, with exposure to environmental conditions that include working with and near animals and with potential exposure to fractious animals; high noise levels; zoonotic diseases; animal bites and scratches; cleaning chemicals and allergens. Potential exposure of infectious diseases to owned animals. Employee will be on feet working up to 10 hours per day with appropriate breaks and lunch. Additional physical requirements may include occasional lifting of up to fifty pounds with assistance.

*This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship. **The HSSW participates in E-Verify.***

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If you feel you are the ideal candidate and you meet the qualifications for this position, please submit application by email to [jobs@southwesthumane.org](mailto:jobs@southwesthumane.org) with your first and last name in the subject line followed by “; Animal Care Team Lead (Dog Team)”. If you prefer you may place your application in an envelope to mail or hand deliver. Please label Attn: Human Resources; Humane Society for Southwest Washington, 1100 NE 192<sup>nd</sup> Ave, Vancouver, WA 98684. You can find the link to our application here on our website <https://southwesthumane.org/careers>

*Current HSSW staff will be required to submit an interdepartmental application.*