

POSITION DESCRIPTION

Program:	Autumn House				
Job Title:	Pet Companion or Care (Attendant) (Specialist) (Caretaker)				
Revision Date:	1/2023	FLSA	Non-Exempt	Pay Grade Code	N16
EEO Job Category Code	9	Workers' Comp Code	8864		

DUTIES AND RESPONSIBILITIES: Responsibilities will include but not limited to:

1. Recognize the impact of domestic violence, human trafficking, and trauma, and respond appropriately to crisis events.
2. Collaborates closely with partners in the community, vet hospitals, rescues, etc.
3. Conducts exams on new animals, assess medical needs, schedule vet visits, and coordinates with staff.
4. Create a new behavioral assessment for all new animal intakes.
5. Maintains a productive relationship with the pet parent.
6. Create and maintain enrichment, basic care, and the needs of the animals.
7. Assist with the animal needs; clean kennel/litter, clean the dog yard, train, and groom.
8. Form and build long-term partnerships with other rescues, vet clinics, etc.
9. Pick up our monthly donations from Philanthropy, and make sure we have a continued partnership with donors.
10. Order supplies as needed, exit box materials.
11. Complete accurate documentation in various databases and all program paperwork in a timely, correct, and thorough manner.
12. Attend meetings; weekly- case review meetings, program meetings, and development team meetings.
13. Work with our partner rescue in the circumstance there are surrenders, using their temporary care program, and other resources.
14. Transport animals in a company van.

PROFESSIONAL RESPONSIBILITIES:

1. Maintain a professional working relationship with clients, A NEW LEAF employees, community members, and the public to ensure proper representation of A NEW LEAF.
2. Be aware of, and abide by, the rules and regulations governing the professional behavior of A NEW LEAF staff, including code of conduct, ethics, professional standards, contractual obligations, and general demeanor.
3. Attend and participate in meetings and/or projects as requested by management.
4. Complete and maintain all required training A NEW LEAF deems necessary.
5. Assist with responsibility for appearance, cleanliness, and maintenance of facility and equipment in the agency.
6. As a mandated reporter and per Arizona statute A.R.S. § 13-3620 any person who reasonably believes that a minor is or has been the victim of any type of abuse or neglect that appears to have been inflicted on the minor by other than accidental means shall immediately report this information. As an employee of A NEW LEAF, you must report the suspected abuse to your Supervisor, Manager, Director, Clinical Director, or Chief Officer and have them help you make the report to the appropriate authorities. Reports should be made to either the local law enforcement agency or child protective services (1-888-SOS-CHILD). Generally, if the suspected abuse is committed by a family member or legal guardian the report should be made to child protective services. All other reports should be made to law enforcement.

QUALIFICATIONS:

Education:

- High School or GED required

Experience:

- Animal care is strongly preferred
- Experience working with domestic violence, homeless, or economically disadvantaged populations is preferred.
- Knowledge of community resources is preferred.

Compliance/Requirements:

- Class One Fingerprint Clearance Card
- Valid Driver's License with reliable transportation
- Current Auto Liability Insurance
- 39-Month Motor Vehicle Record
- Must Be At Least 21 Years of Age

Knowledge/Skills/Abilities:

- **Collaboration:** Committed to teamwork and have the ability to establish and maintain effective working relationships.
- **Competency:** Possess skills and knowledge necessary to perform job duties.
- **Confidentiality:** Maintain standards of confidentiality and professionalism at all times, including verbal and written client/family information.
- **Interpersonal:** Skills necessary to engage and work with others from diverse ethnic and cultural groups, coupled with maintaining professionalism at all times.
- **Organization:** Detailed-oriented, organized, and able to handle multiple projects at the same time.
- **Reasoning Ability:** Ability to interpret a variety of instructions furnished in written, oral, and diagram or schedule form. Able to think "on your feet" or problem-solve client's needs, and at the same time comply with company practices, processes and policies.
- **Safety:** Responsible for implementing and enforcing safety performance standards.

A **NEW LEAF** is an at-will employer. This job description is not intended to be all-inclusive and employee will also perform other reasonably related business duties as assigned by immediate manager and other management as required.

By signing this job description, I attest I have read and understood the duties and responsibilities herein.

To the best of my knowledge, I do not have any health conditions which would interfere with my ability to perform the duties and responsibilities according to my job description

This organization reserves the right to revise or change job duties as the need arises. This job description does not constitute a written or implied contract of employment.

Employee Signature

Date

Employee (Print Name)