



## CHARLOTTESVILLE-ALBEMARLE SPCA JOB DESCRIPTION

**Position: Feline Enrichment Specialist**

**Job Status: Non-Exempt**

**Reports to: Animal Care Manager**

### **Position Summary:**

Responsible for the overall cognitive health of the Charlottesville-Albemarle SPCA's feline shelter population with the goals of shortening length of stay, reducing shelter stress and increasing pet retention and adoption.

### **Essential Duties and Functions:**

- Perform regular welfare rounds to plan and conduct environmental enrichment plans. Provide extra attention for those suffering from stress or fear in the shelter environment.
- Creating enrichment protocols for the entire feline population, using creative strategies to provide individualized enrichment activities for each feline in our care.
- Providing each feline stress reducing items such as scratching materials, hiding boxes, specialized bedding options, toys, sensory outlets, feeding toys, mind stimulating activities and other items to reduce stress from the shelter environment.
- Creating and documenting individualized enrichment plans, which shall be kept in housing areas for staff and volunteers to help meet the needs of each cat or kitten in our care. Sharing these with adoptions staff for easier transitions into new home environments.
- Assist animal care staff when scheduled for cleaning, animal movement or other care related task, assigned by Animal Care Manager and or Leads.
- Communicating with Animal Care Team to ensure all parties are kept apprised of changes in behavior or well-being of our feline population.
- Create safe handling and behavior guidelines for staff and volunteers ensuring compassion and consistency across departments. Lead group and individual training sessions in coordination with the Volunteer Coordinator and department heads.
- Document all behavior notes and adoption recommendations in the shelter database.
- Provide support to members of the community through phone, email, in-person and in-home counseling to increase pet retention. Work in tandem with the front desk to help counsel adopters and write integration plans for individual cats requiring more specialized support.
- Effectively communicate with staff, volunteers, and potential adopters.

### **Physical Requirements and Work Environment:**

- Ability to lift and transport materials weighing up to 50 pounds.
- Ability to handle animals effectively and humanely.
- Have a high level of manual dexterity.
- The ability to bend and squat.
- The ability to stand for significant periods of time.
- Exposure to disinfectant solutions.

- Subject to animal bites and scratches while handling animals.
- Consistently exposed to animals and animal allergens under conditions with limited alternatives available.
- Must be available to work weekends and holidays as deemed necessary.

**Qualifications:**

- Associate's Degree preferred.
- Animal care experience required with a strong concentration on feline behavior and handling.
- Must be highly motivated, with strong communication skills and a professional manner.
- Must be a team player and self-starter, able to work in a fast-paced environment with minimal supervision.
- Valid Virginia Driver's License

**Employee Acknowledgement:**

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Print Name: \_\_\_\_\_