Peninsula Humane Society & SPCA
Seasonal Imperiled Species Assistant

Job Title: Seasonal Imperiled Species Assistant (8 months)
Division: Imperiled Species Breeding Program
Reports To: Senior Lead Biologist
FLSA Status: Non-Exempt/Non-Union/ Full-Time
Salary: $22.00/hour

This position is on-site in Saratoga

Summary: To assist with all the necessary functions in maintaining the Imperiled Species Program in a thoroughly clean and sanitary manner. Perform all necessary duties for the proper husbandry and monitoring of imperiled amphibians, reptiles and invertebrates.

Essential Duties and Responsibilities include the following. Other duties may be assigned:

- Provide humane care for all animals in care. This includes cleaning, housing, and feeding (including feeding live prey).
- Ability to appropriately handle and restrain imperiled wildlife including, reptiles, amphibians, and invertebrates.
- Assist with assessing incoming animals by performing physical examinations.
- Provide daily, weekly, and monthly exams that include health checks, measurements, weighing, logging food eaten, checking temperature ranges, etc.
- Conduct assigned rounds of the imperiled species floor to ensure the well-being of all animals.
- Maintain a clean and sanitary work area in all workspaces.
- Follow specific disease prevention protocols that includes quarantine procedures and disinfection of equipment/supplies.
- Support staff to keep department equipment in good working order. Report items for repair/replacement as needed to appropriate supervisory staff.
- Maintain proper paperwork, including animal medical records, according to PHS/SPCA policies and procedures.
- Transport animals to partners when captured or released
- Assist with scientific data collection, including but not limited to taking biological samples, participating in behavior and physiological studies, completing lab work, etc.
- Perform other duties as assigned to ensure a positive public image, enhance the operation of the organization, and improve quality of care for animals.

Qualifications:

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

- Upon hire, must pass a background check.
- Possess the understanding that imperiled species are fragile and/or sensitive and require careful and focused attention.
- Able to multitask and work efficiently and calmly under stressful circumstances.
- Must be able to work well in a team environment and have a professional demeanor.
- Must have a flexible schedule and the ability to work on weekends and holidays as needed.

Education & Experience:

Some college coursework with a background in biology or a related animal science required. BA or equivalent related experience highly desirable. Must have experience with wildlife handling, but work with reptiles, amphibians and invertebrates is especially desirable. Desired experience with federally or state listed imperiled species.

Language Skills:

Ability to read and comprehend complex instructions, correspondences, and memos. Ability to write up animal health notes and correspondences and assist with writing reports. Ability to effectively communicate and present information in one-on-one and small group situations to other employees of the organization. Good oral and written communication skills.

Mathematical Skills:

Ability to add and subtract, multiply and divide. Ability to perform these operations using units, weight measurements, and volume.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

Knowledge of RaptorMed database or become proficient within the training period. Basic knowledge with Microsoft Office Suite, specifically Excel. Basic keyboarding skills and data entry.

Certificates, Licenses, Registrations:

Valid California Driver's License with clean driving record to be insured with PHS insurance.

Physical Demands
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and/or drive. The employee must frequently lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment
The work environment characteristics described here are representative of those an employee encounters while performing the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee may be exposed to outside weather conditions. The employee is occasionally exposed to moving mechanical parts, zoonotic disease, and toxic or caustic chemicals. Fast paced and high-pressure work environment. This position has designated start times due to time-sensitive duties, opening the shelter, offering services, etc.

We are an Equal Opportunity Employer and welcome a diverse pool of applicants.
EOE/M/F/D/V/SO