

**Humane Animal Rescue  
JOB DESCRIPTION**

**Title:** Behavior Specialist  
**Department:** Behavior  
**Reports to:** Director of Behavior Services  
**FLSA Status:** Non-exempt/Full Time  
**Date Revised:** 09/25/2018

**SUMMARY**

This is technical work in the identification of behavior problems; evaluation of concerning behaviors; and creation, implementation, and execution of behavior modification and training protocols. Requires knowledge of techniques, methods, and procedures used in behavior training and applicable on-the-job experience. The work is semi-routine in that tasks are covered by procedures or precedents, but some latitude is permitted to consider the most appropriate method, technique, or procedure to follow. Work is performed under general supervision, where the work assignments are subject to instructions and established work routines and the work is given latitude to rearrange the sequence based on changing situations.

**PRINCIPAL RESPONSIBILITIES**

- Monitors and completes behavior assessment requests assigned within 48 hours.
- Oversees daily enrichment and leads daily play groups.
- Documents results and updates status and/or holds and memo information based on results.
- Works with behavior dogs following behavior modification program.
- Documents activities in shelter software program.
- Assists with public requests for behavior assistance.
- Provides training for volunteers and staff.
- Meets with adopters as needed to provide counseling and education on behavior-challenged animals.
- Assists with the planning of activities for and at adoption events.
- Coordinates volunteer dog handlers specifically working in behavior assessment and modification programs.
- Reports to work location during emergency circumstances such as actual and anticipated natural and man-made disasters.
- Transports animals to and from offsite locations.
- Performs related work as assigned.

**QUALIFICATIONS**

- Knowledge of standardized work routines and procedures used to handle, care for, and identify a variety of animals.
- Ability to handle or restrain large and sometimes dangerous animals.
- Ability to train using positive reinforcement training techniques.

- Ability to prepare and maintain records, data entry for reporting, and use of a computer.
- Ability to pay attention to details, organize, and follow through on assigned tasks.
- Ability to communicate effectively through verbal and written communication.
- Ability to remain patient and professional in dealing with customers and vendors. Contacts with potential adopters and pet owners with behavior concerns require basic courtesy, tact, and effectiveness in dealing with others, including requesting or providing information, taking a behavior history, asking questions, or obtaining clarification.
- Ability to use standard office equipment such as a personal computer using MS Word, Excel, database, and other related software; two-way radio; and animal restraint equipment.

**Work Environment:**

While performing the duties of this job, the employee could be exposed to hazards associated with aggressive animals; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; and possible exposure to contagious diseases. The employee will primarily be working in the shelter environment. The noise level in the work environment is usually moderate.

**Physical Demands:**

While performing the duties of this job, the employee is required to bend, stand, stoop, walk, sit, talk, listen, hear; use hands to finger, manipulate, handle, or feel; and reach with hands and arms. This role routinely requires handling of animals in varying degrees of behavior and requires keen observational skills, as well as dexterity with a leash and other training equipment used with both cats and dogs. May be required to lift objects weighing more than 50 lbs.

**Travel:**

Travel between North Shore and East End locations may be required from time to time; employee will be based at one shelter but may need to assist at the other location as needed. Some travel for special circumstances may be required on a case-by-case basis.

**Required Education and Experience:**

- High School Diploma or General Education Degree (GED) required, Bachelors in animal or social work/psychology area preferred.
- Experience teaching adults in seminar-type setting is preferred.
- Certification from IAABC and/or APDT is ideal, but not required.
- Must have a valid driver's license with a clean driving history.

ACKNOWLEDGMENT OF RECEIPT:

DATE:

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