



Job Title: Pet Care Technician Instructor (Boarding/Doggy Daycare Attendant)

Reports To: Executive Director

FLSA Status: Full-time, Non-Exempt

Compensation: Rate of \$24 per Hour

Location: WCCW/DOC Campus

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Commitment to PPP mission, vision, and values
- Cleaning kennels using proper safety protocols and utilizing proper cleaning techniques and chemicals
- Sanitizing kennels when appropriate using proper safety protocols and utilizing proper sanitizing techniques and chemicals
- Daily bedding checks and laundry
- Maintaining clean yards by picking up animal waste and hosing down play equipment
- Daily checks on all animals within the facility to ensure the health and safety of each animal
- Feeding animals according to dietary needs and special instructions outlined by PPP or the client
- Administering medication as prescribed or as directed by PPP
- Facilitating enrichment and exercise activities including walking, play time, forming and monitoring group play, and one-on-one attention
- Maintaining records for all animals including dietary needs, food intake, medication intake, and behavioral issues
- Bathing animals as needed
- Administering Pet First Aid as needed
- Meeting with clients to introduce animals that will be under PPP care, excellent customer service skills
- Professional, aware of time sensitive tasks, and able to complete tasks with little or no supervision
- Working alongside PPP program participants and employees in a professional and positive manner
- Presents the pet care instruction curriculum based on certification requirements
- Mentors students through hands-on and in-class instruction with the goal to complete certification
- Work with team members to cover shifts as needed

This is a general description of the responsibilities for the Pet Care Technician Instructor position; other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

Provides mentoring and instruction to individuals housed at WCCW

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to utilize various teaching techniques to instruct others
- Ability to effectively use email and MS Office
- Ability to build and maintain relationships with staff and clients
- Strong communication skills with the ability to listen actively and respond to employees and clients both verbally and non-verbally
- Ability to work independently, take initiative, and utilize good judgment

REQUIRED EDUCATION AND/OR EXPERIENCE

- High School Diploma or GED
- At least two (2) years related experience

DESIRED EDUCATION AND/OR EXPERIENCE

- Previous experience working in a prison environment
- Previous experience with a non-profit is desirable
- Experience in a boarding or doggy daycare facility

OTHER QUALIFICATIONS

- Vehicle, or ability to transport self
- Current Washington State Driver's License
- Driver's Insurance, per Washington State Law
- Acceptable State Patrol Criminal History Record
- Must meet any requirements established for this position by DOC
- Must love animals!

HOURS AND BENEFITS

- FLSA Status: Full-time, Non-Exempt
- Paid Holidays
- Ten (10) Sick days annually
- Twelve (12) Vacation days annually
- 100% premium-paid Medical, Dental, Vision Benefits
- Employer-match Retirement Plan after one (1) year
- Life Insurance
- Long-term Disability Insurance
- Employer-paid Worker's Comp
- Seven (7) days free boarding services for up to two (2) dogs
- Free grooming services four (4) times per year
- Employee Wellness Program encompassing quarterly staff development/wellness days, and a culture of self-care and rest

WORK ENVIRONMENT

While performing the duties of this job, the employee is regularly required to bend, stretch, walk, and talk or hear. The employee must regularly lift at least forty (40) pounds. The employee will be exposed to different breeds and temperaments of animals. Specific vision abilities required by this job include close vision and ability to focus.

PPP has offices inside the WCCW campus. DOC policies supersede PPP policies when working on WCCW campus grounds. The employee is expected to follow all DOC policies and procedures inside the campus and when interacting with program participants (WCCW inmates). Restrictions are applied to cell phone use, technology, and the transportation of sensitive materials through the campus. The employee should expect no privacy when working on WCCW grounds. DOC requires that all DOC staff, contract staff, and volunteers provide proof of COVID-19 vaccination. Weekly testing is required when working at the WCCW campus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

Prison Pet Partnership values diverse perspectives and life experiences and welcomes applications from people who will help us consistently demonstrate the values of equity, respect, and partnership. PPP encourages people of all backgrounds to apply, including previously incarcerated individuals, Black, Indigenous, and people of color, immigrants, refugees, women, LGBTQ+, people with disabilities, and veterans. Individuals interested in joining our team must be committed to racial, social, and economic equality for ALL people in our community.

Prison Pet Partnership is an Equal Employment Opportunity (EEO) Employer. No person is unlawfully excluded from employment opportunities based on race, color, religion, national origin, sex (including gender identity, sexual orientation, and pregnancy), age, genetic information, disability, veteran status, or other protected class. Our EEO policy applies to all employment actions, including but not limited to recruitment, hiring, selection for training, promotion, transfer, demotion, layoff, termination, rates of pay, or other forms of compensation.