

**DAVIDSON COUNTY SHERIFF'S OFFICE
JOB DESCRIPTION**

RESUMES SHOULD BE SUBMITTED VIA EMAIL OR FAX NO LATER THAN OCTOBER 1, 2014.

Animal Behavior Education Specialist – SALARY RANGE: \$39,427.72 - \$51,255.71
THIS IS A NON-CIVIL SERVICE POSITION

Provides educational training and support for selected inmates to train, care and socialize rescue animals. Provides community liaison services for animal advocacy and adoptability. Performs related duties as required.

MAJOR JOB RESPONSIBILITIES

Serve as Coordinator for Animal Behavior Training Program

- Coordinate animal care educational program based on Crossroad's training guidelines
- Create assignments for inmates
- Evaluate the completed assignments
- Create and assign consequences for program or housing unit rule violation
- Communicate with the courts and attorneys
- Facilitate training sessions
- Conduct assessments
- Document inmates' progress in case notes weekly and after any significant interaction
- Oversee daily functions of program in the unit
- Perform routine inspection of unit for cleanliness, appropriate hygiene, and contraband
- Correct inmate behavior when needed
- Write incident and disciplinary reports
- Act as a liaison with other agencies and departments relating to animal adoption and education
- Attend community animal adoption events to advocate for the program
- Coordinate graduation ceremonies as needed
- Supervise the care of animals
- Train inmates in proper animal hygiene and grooming
- Train inmates in positive behavior reinforcement techniques
- Liaison between correctional and/or community agencies and resources

Serve as inmate case manager for program participants

- Enters referrals and maintain JMS referral list
- Screen inmates for program
- Orient inmates to program
- Complete the Re-Entry Plan with the inmate
- Schedule classes/groups in JMS
- Make appropriate referrals to assist inmates
- Participate in unit community meeting
- Provide educational lectures

JOB REQUIREMENTS:

- High school diploma or state approved equivalency
- Verifiable experience or certification in working with dogs
- Preference for Bachelor's degree

WORKING ENVIRONMENT/PHYSICAL DEMANDS

This classification works in correctional setting within a secured area. Working directly with the offender population on a daily basis may result in exposure to unruly individuals. The environment is a correctional setting under generally favorable working conditions that involve the everyday risks or discomforts that require normal safety precautions typical of such places. The work area is adequately lighted, heated, and ventilated. The classification requires the employee to enter inmate cells; employees will often perform duties in confined spaces. Employees are exposed to chemical agents used to debilitate non-compliant inmates.

Tasks may require some walking, standing, bending, and carrying of light items. Because grooming of the animals is a component of the program, occasional lifting of an animal up to fifty pounds is required. Employees require normal distance and near vision, corrected or uncorrected, and the ability to hear and differentiate sounds, with or without mechanical assistance.

Employees within this classification are exposed to the routine risks associated with domestic animals received through an animal rescue program. These risks include, but are not limited to, bites, scratches, or other unwanted behavior. Employees must have no restrictions to fumes, chemicals, or smells. Employees must not have restrictions to hair, fur, dander, or other common animal-based allergens. Employees must be able to identify odors. Employees must clean animal wastes, and ensure the proper disposal of such wastes.

Employees must be able to perform all functions of the position, with or without reasonable accommodation.

Employees are to work as scheduled. Employees must be able to work various shifts, extended shifts, weekends, and holidays, when required to do so. Employees within this classification are subject to movement between duty locations based on agency need. Employees are required to attend community-based events for animal socialization and adoption.

Licenses and Certifications

Candidate must possess a valid TN passenger driver's license

Candidate must complete Metro defensive driving within sixty days

Candidate must have trainer certificate