

# **Humane Society of Elmore County (HSEC)**

## **Animal Care Assistant Job Description**

### **ESSENTIAL FUNCTION/MAJOR RESPONSIBILITIES:**

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1. Daily, thorough cleaning of all animal areas, including inside/outside runs, cat areas, floors, dishes, bedding, etc. Spot cleaning of animal and public areas throughout the day.
2. Feeding/watering all species of animals, including providing special diets as needed.
3. Medicating/ vaccinating / socializing / bathing / grooming the animals as directed. Assisting with euthanasia of animals as required; ability to become certified in euthanasia vital.
4. Monitoring the health of the animals on an ongoing basis and rapidly identifying any health problems or conditions (medical or behavioral) and immediately reporting it to the Animal Care Manager.
5. Doing laundry, dishes, cleaning, restocking supplies as as needed.
6. Providing transportation for animals as needed, to and from vet appointments, for adoption events, to other shelters, etc. using Shelter vehicles.
7. Treating all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance. Promoting responsible pet ownership, compliance with state & local animal laws, and a humane & caring attitude towards animals.
8. Maintaining a professional and courteous demeanor with fellow employees, Shelter Volunteers, members of the public and other agencies at all times.
9. Helps ensure we provide a healthy, safe, clean and pleasant environment and facilities for the animals and the public at all times.
10. Assessing the temperament of the animals to facilitate finding the best possible placement for each individual animal.
11. Filling in for other areas and performing other tasks/functions as needed, including helping out at special events which may take place on weekends and/or evenings.

### **WORK SCHEDULE:**

1. This is a full-time position; part-time will be considered on a case-by-case basis.
2. Must be able to work with any and all species of animals safely.
3. HSEC is open six days a week to the public but animals need daily care so must also be able to work on Sunday mornings & Holidays on a rotating schedule as required. Availability and a willingness to work a flexible schedule are required.
4. Must be able to consistently arrive on time and work stated Shelter hours.

### **SPECIFIC JOB SKILLS:**

1. Good interpersonal, communication, customer service, and time management skills essential. Initiative, fast-learning and ability to work with minimal supervision a plus.

2. Ability to read, write and understand English required. Must be able to learn & perform record keeping in regard to animal medical care; behavior; disposition. Ability to learn/use Shelter Data Base program important.
3. Ability to identify medical and behavioral issues that need to be brought to the attention of the Animal Care Manager
4. Treat people and animals with respect; contribute to effective teamwork; and, foster public relations beneficial to the shelter and its programs.
5. Familiarity with animals, knowledge of animal behavior or experience volunteering or working with a rescue group, humane society, foster care involvement or other animal welfare agency are a plus.
6. Affection for animals, concern for their welfare, comfort and ability to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.

### **PHYSICAL REQUIREMENTS:**

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1. Physical ability to walk and/or stand on your feet throughout a normal workday and in a hot environment (in summer) required.
2. Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, to see, to move animals and goods. Repeated bending, stooping, squatting, kneeling, twisting.
3. Physical ability to lift & carry up to 40 pounds regularly throughout a normal workday required. Physical ability to restrain animals for movement or medical activities.
4. Allergic conditions/medical conditions which would be aggravated when handling or working with animals, animal waste, cleaning/disinfecting chemicals, animal medications or by the physical requirements of working in a very hot (in summer), fast-paced and physical environment may be a disqualification for safety reasons
5. Working conditions include working in a noisy, wet, sometimes hot environment with frequent interruptions and changing priorities based on incoming animals from the public and Animal Control Officers.

### **Education/Licenses/Certifications**

1. Must be a High School/GED graduate.
2. Valid Alabama Driver's License required AND must be able to be insured by our Shelter Insurance Carrier.
3. Training certificate as a Shelter Technician a plus
4. Current Certified Euthanasia Technician License a major plus.

**AT WILL EMPLOYMENT:** There is no minimum period of employment guaranteed or implied by acceptance of an employment offer. Employment with HSEC is at will, which means that employment is for no specific term and that employment may be terminated by the employee or HSEC at any time without cause.

HSEC is an equal opportunity employer. We do not discriminate against any employee or applicant because of race, color, sex, religion, age, national origin, disability, or any other basis protected by applicable federal, state, or local law. We assure you that your opportunity for employment with HSEC depends solely on your qualifications.

HSEC is a drug-free work environment.