



Part-Time Animal Care Attendant

Under the direction of the Senior Manager, Animal Care or designate, the Animal Care Attendant will assist in the provision of a broad range of animal welfare programs, best practices and protocols that form part of the animal welfare mandate of The Humane Society. The Animal Care Attendant will take on departmental functions that ensure the health and well-being of the animals that come under the care of The Humane Society.

Responsibilities include best efforts to ensure the health, wellness and welfare of all animals within the Centre at all times, following strict cleaning and disinfection protocols, assisting other Animal Care staff and the Veterinarian as needed, offering exceptional customer service, and other assignments as required.

A general understanding of animal protection laws and animal welfare issues is important.

The position requires a willingness to work a variety of shifts, including some weekdays, evenings, weekends and statutory holidays.

PRINCIPLE ACCOUNTABILITIES:

- Adhere to departmental policies and procedures, promoting The Humane Society's mission and values relating to Animal Welfare.
- An active Animal Care team member will take direction from the Senior Manager, Animal Care or designate while demonstrating a commitment to achieving departmental goals.
- Work closely and correspond regularly with fellow team members regarding departmental needs and activity, providing relevant updates on a regular basis to the Animal Care Coordinators.
- Regular and on-going cleaning and disinfecting of the facility including the atrium, other common areas, kennels, cages, food dishes etc.
- Assist in animal care and handling including medicating or providing care as directed by veterinary staff i.e. wound care, post-operative care.
- Check stray animals for identification, including scanning for microchips, re-gendering and recording any and all identifying factors including an estimate of animal breed and age as needed.
- Evaluate all animals for an overall look while cleaning taking note of any special concerns i.e. matting, long nails and report findings to Animal Care Manager or appropriate Supervisor.
- Provide animals with appropriate food and clean water on an as needed basis.
- Provide customer service regarding adoption, intake, complaints and animal behaviour as required.
- Keep accurate departmental records, maintaining their confidentiality, and assist with departmental paperwork as required.
- Assist with animal tracking and use of PetPoint software as required.
- Assist with departmental inventory control as required.
- Assist the Veterinarian/Registered Veterinarian Technician as required.

- Build and foster effective relationships with staff, volunteers, customers, partners, sponsors, community groups etc.
- Perform other duties as required to improve the function of the Animal Care Department, and the Centre.

The above statements are not intended to be an all-inclusive list of the duties and responsibilities of the position. Rather, they are intended only to describe the general nature of the position.

POSITION REQUIREMENTS:

The following are general descriptions of some of the requirements necessary to carry out the duties and responsibilities of this position. The Animal Care Attendant must have the following skills, among others:

- Strong sense of teamwork and collaboration, with the ability to foster the same amongst others.
- Interpersonal skills to deal with multiple and differing behaviours of fellow staff, customers and other organizational contacts.
- Must treat animals humanely, with compassion and concern both on and off the job.
- Preferred knowledge in Animal Welfare practices relating to animal sheltering, adoptions, and euthanasia.
- Working experience with the handling of a wide variety of animals
- Ability to manage physical requirements of the position for extended periods of time (40% of workload) including: lifting and restraining of large animals, lifting of large bags of pet food and buckets, etc. as well as scrubbing floors, cages, windows etc.
- Ability to function effectively under challenging circumstances and accept direction.
- Organizational skills in order to meet time demands and multiple duties.
- Ability to prioritize and deliver timely results.
- Computer literacy – Microsoft Windows and Word, customized Humane Society programs and basic knowledge of typical office equipment.
- Hold valid Class “G” Ontario driver’s license preferred.

COMMITMENT:

- Willingness to work a variety of shifts, including weekdays, evenings, weekends and statutory holidays.
- Able and willing to volunteer for work-related, community events that occur after regularly scheduled work hours.
- Must be able to work with a variety of animals and with materials used in animal care.
Demonstrated regular and consistent attendance and punctuality

Please submit your **resume** to the attention of **Amanda Hawkins, Senior Animal Care Manager**, amanda.hawkins@kwsphumane.ca, no later than **January 14, 2022**.

We thank all candidates for their applications; however only those selected for an interview will be contacted.

The Humane Society of Kitchener Waterloo and Stratford Perth welcomes and encourages applications from individuals with disabilities. Should you require accommodation during the recruitment process, please contact Human Resources.