

Pet Network Humane Society

Position Description

Date: June 2020

Position: Animal Caregiver - Full/Part Time Hourly

General Description of Position: The Animal Caregiver is responsible for all facets of animal care and general cleaning of animal areas. The Animal Caregiver performs duties independently with minimal supervision, operating from specific and definite directions and instructions. Decisions are of a routine nature made within prescribed operating guidelines, policies, and procedures.

Reports to: Director of Operations

Duties and Responsibilities:

1. Provide appropriate animal care and handling, maintaining the highest standards of sanitation and care of animals in Pet Network's care.
2. Responsible for sanitation and upkeep of all shelter areas, including but not limited to animal housing areas, prep areas, storage areas, halls, and exercise areas.
3. Ensure that animals are properly housed, bedding is changed appropriately, housing areas are free of urine and feces on a regular basis, following prescribed cleaning protocols using approved chemical cleaners. Follow isolation protocols to minimize risk of cross contamination.
4. Provide proper exercise and enrichment for shelter animals.
5. Maintain clear records of feeding and care instructions, ensuring that each animal's needs are met and documented with daily charting
6. Clean and sanitize dishes and laundry.
7. Keep prep areas stocked and organized.
8. Maintain supply inventory lists as assigned.
9. Groom animals regularly, including nail clipping, brushing and bathing when needed. Wipe eyes, clean ears, and clean backsides when necessary.
10. Give vaccinations and medications as directed, following medical protocols.
11. Assist with pre-op care and post-op care as assigned.
12. Observe animals to detect stress, illness, injury or changes in behavior.
13. Document observations of animal health and behavior, report concerns to appropriate staff, and perform routine steps to alleviate minor animal discomforts. Communicate regularly with Shelter Manager about animal observations so that there is no interruption between shifts in the quality of care for animals.
14. Complete recordkeeping and paperwork as directed and perform filing duties as requested
15. Greet visitors, answer questions, offer assistance, and direct prospective adopters toward animals that fit their circumstances.
16. Offer positive and productive interactions with volunteers, guiding them toward activities that help the animals and the shelter and follow appropriate protocols
17. Assist with special events as needed, either at the shelter or at remote locations.
18. Assist in other departments as needed or directed, including paperwork, computer data input, inventory and other duties.
19. Transport animals safely to and from outside veterinarian, if needed, or remote adoption sites, as assigned, using the Pet Network van.
20. Identify safety and maintenance concerns and report them to the Shelter Manager.
21. Other duties as assigned.

Specific Job Skills:

- Should possess good interpersonal, customer service, and time management skills.

- Must have physical ability to engage in repetitive motions of legs, arms and hands, to hear, to see, to move animals and goods, to bend, to twist, to be pulled, to lift arms above head, to climb ladders as required, and lift up to 50 pounds unassisted.
- Must have physical ability to walk and/or stand on feet throughout a normal workday required. Requires a valid driver's license with good driving record.
- Must be able to work overtime as needed and to accommodate schedule changes from week to week as necessary for shelter operations.
- Expected to be a spokesperson for Pet Network, promoting our shelter, encouraging adoption visitors and even encouraging financial donations to our nonprofit organization.

Job Conditions:

Working conditions include working alone or with others, working outside in varying weather conditions, frequent interruptions and some evening meetings/classes. May be required to work in an environment where there are fumes, temperature fluctuations inside and outside of building, noise, chemicals, poor ventilation, dirt, dust and insects.