

Brown County Humane Society Animal Caretaker

Organization's Mission Statement: The Brown County Humane Society (BCHS) is a community resource dedicated to promoting animal welfare. We provide temporary shelter to pets in need and promote adoption into permanent, loving homes. We support and promote spaying and neutering to eliminate pet overpopulation. We advocate compassionate care and respect for animals through public education.

Organization's Vision: A community where all animals are valued and respected.

Sphere of Responsibility Within the Organization

The Animal Caretaker reports directly to the Shelter Manager and provides high-quality care through meeting the day-to-day and medical needs of all pets in the shelter, and provides superior service to members of the public.

Responsibilities for Which This Position is Accountable

1. Visually check animals in your care daily for signs of illness or injury.
2. Recognize common signs of injury or illness.
3. Report all medical concerns to the Veterinarian or RVT in a timely manner.
4. Assist the Veterinarian and RVT with restraint of animals
5. Assist with medication of ISO cats under the direction of and the supervision of the Veterinarian or RVT
6. Follow Daily Cleaning Procedures.
7. Complete Daily Task List.
8. Provide regular physical contact, exercise and attention to animals.
9. Report all repairs, maintenance, equipment and supply needs to Shelter Manager in a timely manner.
10. Ensure cleanliness and appearance of all shelter animals and shelter property are maintained.
11. Provide superior customer service to all shelter visitors.
12. Follow intake and adoption procedures per the Operations Manual.
13. Endeavor to reunite lost pets with their owners.
14. Alert the Shelter Manager to all dissatisfied customers.
15. Promote pet adoption into suitable homes.
16. Participate in preparations for SPOT spay and neuter efforts.
17. Follow guidelines for professional behavior as outline in the Operations Manual.
18. Assist and/or perform SAFER and feline assessments as needed.
19. Provide enrichment activities for shelter pets.
20. Provide educational information to the public on proper care of animals.
21. Know the basic function of ASN including intake, adoption, and redemption
22. Perform other tasks as assigned.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Knowledge/Skill

1. High School Diploma or GED required. Previous customer service experience required. Animal welfare or veterinary experience and/or training helpful.
2. Ability to prioritize and multitask.
3. Ability to follow written and verbal instructions.
4. Ability to respond to common inquiries in a courteous manner.
5. Knowledge of animal care and restraint preferred.
6. Ability to work as a team member.

7. Ability to communicate orally.
8. Ability to legibly complete required records.
9. Ability to learn the applicable laws, ordinances and Animal Control rules and regulations.
10. Ability to establish and maintain effective working relationships with peers, volunteers, Shelter Manager, members of the Board of Directors, and the members of the public.
11. Ability to exercise sound judgment in evaluating situations and in making decisions.
12. Valid driver's license with good driving record and proof of automobile insurance.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

1. The employee must regularly lift, move and/or restrain up to 100 pounds.
2. Specific vision abilities required by this job include close vision for computer work, examining animals for injury, fleas, mites, etc. Vision to see and recognize behavior signals of animals that indicate fear, aggressiveness, etc.
3. The employee regularly performs strenuous manual labor.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

1. While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles; to animal-transmitted diseases; to fractious, frightened, dangerous animals; to mental and emotional stress from euthanasia; and to continual contact with irate/emotional pet owners and victims.
2. The employee is regularly exposed to toxic or caustic chemicals.
3. The employee regularly works in precarious places and in outside weather conditions and is regularly exposed to wet, freezing and/or humid conditions.
4. The noise level of the work environment is usually loud.

I have read and understand the duties and responsibilities of this position:

Signed: _____

Date: _____

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