

# Animal Care Assistant Job Description

**Reports to: Executive Director**

**Classification: Non-Exempt**

**Date: 11.2021**

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## **West Suburban Humane Society (WSHS) Mission:**

Our mission is to work towards the day when all dogs and cats are loved and cared for and pet owners have access to essential resources so they may enjoy a fulfilling relationship with their pets. In doing so, we strive to:

Provide compassionate care for cats and dogs on their journey to compatible and loving homes.

Engage our community and serve as a resource for a variety of pet-related topics and challenges.

Team with volunteers of all abilities and strengths to build a robust network of support in our community.

Strengthen the human-animal bond through advocacy, humane education and promotion of animal welfare initiatives.

By working together, we can change the lives of the dogs and cats that have forever changed us.

## **Job Objective:**

The Animal Care Technician ensures daily proper care of WSHS animals through direct care, and by assisting volunteers, foster homes, and staff as needed.

## **Essential Functions:**

This job description should not be interpreted as all inclusive. It is intended to identify the essential functions of the job. Other functions, responsibilities and tasks may be assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

1. Perform animal care duties including checking animals in and out of the shelter, updating vaccines and vaccination information, performing blood and stool tests, administering medication, removing sutures, monitoring medicine sheets, maintaining weight charts, updating animal ages and restrictions/descriptions, bathing animals as necessary including medicine baths, grooming animals by brushing, de-matting and trimming nails, and transporting animals to vet clinics when necessary.
2. Assist volunteers with the daily care of the animals. Filling in when volunteer staff shortages and absences occur. Feeding animals and cleaning animals' cages and runs according to procedures and guidelines.
3. Maintain general supplies by filling food and litter bins, cleaning and storing equipment such as brushes, combs, clippers, etc., and cleaning and storing carriers, crates, and traps. Assist the Executive Director in maintaining supplies including vaccines and syringes, general medications, tags, and collars.
4. Maintain the accuracy of records including current shelter animal cage cards, feeding sheets and health logs, temperament tests and behavior sheets, animal resident and foster lists.



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5. Provide animal enrichment by rotating and refreshing toys, and engaging shelter animals in play, exercise, and intellectually stimulating activities.
6. Show animals and respond to potential adopter questions during Meet and Greet appointments.
7. Assist foster homes of animals by checking-in with fosters, responding to fosters' questions about health and behavior concerns, and maintaining animal vaccine/prevention schedules while in foster care.
8. Communicate any problems and concerns to the Executive Director.
9. Assist Adoption Desk, Development, Humane Education, and the Executive Director as requested.

**Minimum Qualifications:**

The requirements listed below are representative of the minimal knowledge, skills, and/or abilities required for this position.

Education & Certification:

High school diploma or equivalent preferred.

Experience:

1 year related animal care experience is preferred but not necessary. Experience with successfully communicating and working as part of a team are required.

Skills Necessary to Successfully Perform the Essential Functions of this Job:

Microsoft Word, Excel, Power Point, Outlook and Teams, e-mail.

Professional etiquette, initiative, creativity, organization, cooperation, delegation, and group/teamwork.

Verbal and written communication for public and individual communication with a diverse set of audiences.

**Supervisory Responsibility:**

None.

**Physical Requirements:**

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

Physical requirements include: speaking, hearing and vision ability; manual dexterity to enter data, grasp or twist objects; sitting, walking and standing for extended periods of time; occasional bending, stooping, and kneeling; occasional lifting and carrying materials weighing up to 40 lbs.; frequent handling of materials up to 20 lbs. Requires strength and agility in handling, walking, capturing, and restraining stronger, more active animals weighing up to 100 lbs.

**Travel:**

Occasionally in the Chicago metropolitan area.



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**Working Conditions:**

Work is performed in a typical animal care environment with potential for bites and scratches rarely requiring professional medical treatment. Work is normally performed inside, however, some outside work is required. Use of various cleaning compounds and solutions. Full-time or part-time position. Will occasionally require weekend and evening work.

*Your signature below indicates that you have read and understand the job description and agree to perform all functions as assigned.*

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**Employee Signature**

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**Date**



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