



## Idaho Humane Society Job Description

### **Animal Care Attendant**

The Idaho Humane Society is a community-supported open-door facility that provides shelter, medical care, adoption services, humane law enforcement services and much more to over 20,000 animals annually. Since its incorporation in 1945, the Idaho Humane Society has become one of the most recognized and beloved nonprofit organizations in the community.

Department:	Shelter
Classification:	Regular, non-exempt
Job Relationships:	Supervised by Adoption Center Manager or Intake Manager
Salary:	\$12.00/hour
Benefits:	If applicable, paid time off accrual, eight paid holidays, retirement plan, health insurance, dental insurance and supplemental insurance. All employees receive discounts on veterinary care and retail store pet supplies, as well as veterinary care credit and one free adoption annually.

#### **Position Summary:**

The Animal Care Attendant is responsible for the overall daily care of animals within the shelter. This includes maintaining clean and orderly animal housing and work areas, daily feeding and wellbeing of animals, and assisting the public.

#### **Duties and Responsibilities**

- Thoroughly clean and disinfect all areas of the shelter, following a daily schedule and on an as needed basis throughout the day.
- Observe animal appearance and activity for general physical condition, obvious signs of illness, disease and discontent. Report signs of illness, disease, injury or unusual activity to supervisor and veterinarians.
- Provide proper feeding and care to animals, including administering medications, if required, and animal enrichment, including walks, play time, etc.
- Assist public in handling animals safely, providing intervention when needed.
- Perform needed cleaning and maintenance of all equipment and tools used in job assignments.
- Wash and dry towels and blankets.
- Wash and sterilize water and food bowls.
- Perform general cleaning, including emptying trash.

- Patrol shelter grounds daily, picking up any trash and stool material.
- Assist with unpacking, labeling and stocking of shelter supplies and donations
- Work closely and communicate with any volunteers to help ensure a positive experience and to ensure proper procedures are being met.
- May also be responsible for intake of owner surrendered or transferred animals, processing of animals through various stages in the shelter until adoption, transport of animals, etc.

### **Qualifications**

- Required:
  - Excellent interpersonal skills, as well as the ability to work well in a fast-paced environment and handle multiple tasks at once.
  - Ability to work independently, and follow instructions with attention to detail.
  - Must have patience with frightened animals and basic understanding of animal behavior, while working with all species without bias.
  - Valid driver's license and maintain a clean driving record.
  - Sincere interest in IHS mission and vision.
- Desired:
  - Experience in an animal shelter or related field.
  - Prior animal handling experience.
- Education/Training
  - High school diploma/ G.E.D.

### **Working Conditions**

Work is performed in an animal shelter and animal clinic. Potential for exposure to environmental factors such as temperature variations, high noise levels, zoonotic diseases, animal waste, hazardous chemicals or chemical materials requiring OSHA Material Safety Data Sheets, anesthetics, sharp objects and potential hostile persons and/or dangerous and fractious animals.

### **Mental, Physical and Communications 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to stay standing or active during entire shift.
- Ability to lift and carry objects and animals of moderate weight.
- Ability to lift, bend, stop, kneel, crouch, push and other strenuous activities.
- Ability to perform prolonged strenuous physical activity, including lifting and carrying a minimum of 50 pounds without assistance or up to 100 pounds with the help of fellow employees for short distances.
- Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities or equipment is a disqualification.

**This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related**

**duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.**

*Idaho Humane Society is an Equal Opportunity Employer*