



Idaho Humane Society Job Description

Associate Animal Care & Control Officer

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, full-time, non-exempt
Job Relationships:	Supervised by Director of Animal Care & Control
Salary:	Starting wage is \$18.00/hour, or varies depending on experience
Benefits:	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.

Duties and Responsibilities

- Assist Animal Control Officers with the capture, restraint, and transport of stray, confined or injured animals.
- Help set up and maintain animal traps and other equipment in the field.
- Aid in the care, feeding, cleaning, and sheltering of animals at the Dorman facility.
- Prepare cages, vehicles, and equipment for daily operations, ensuring they are clean and functional.
- Observe and report animal behavior and health concerns to appropriate staff.
- Perform clerical or any other task assigned by the ACO Field Supervisor, Assistant Director of Animal Control or the Director of Animal Control.

Performance Expectations

- Demonstrate reliability, punctuality, and a proactive attitude in supporting daily operations.
- Follow safety and handling protocols with accuracy and care.
- Maintain accurate records and assist with documentation as directed.
- Work cooperatively and respectfully with officers, the public, and other IHS departments.
- Show compassion for animals and uphold humane treatment standards.
- Accept feedback and participate in ongoing training and skill development.

Safety

- Follows all safety guidelines to ensure a safe work environment
- Takes immediate action to address any safety concern or noncompliance of safety rules that could put an employee, volunteer, client, animal, or the organization at risk

Qualifications

- Required:
 - Excellent customer service and listening skills
 - Ability to multi-task
 - Strong research skills
 - Good understanding of computers and telephones with the ability to use each quickly and efficiently
 - Must be pass a background check and be deputized by Ada County Sheriff's office
 - Must have a satisfactory driving record
 - Sincere interest in IHS mission and vision
- Desired:
 - Previous animal control or animal handling experience

Working Conditions

- Most of shift spent working out in the field on calls, handling animals, and driving
- Some work indoors in air-conditioned/heated office using a computer
- Shifts are 10 hours, weekends required

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.

- Requires working alone or with minimal supervision. Must be self-motivated.
- Requires patience and tact when working with difficult, emotional or angry people.
- Requires speaking and writing effectively and clearly in a professional manner.
- Requires treating people and animals in a pleasant, courteous and professional manner.
- Ability to handle a variety of animal control apparatuses and lift up to 50 pounds.

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