



## HUMANE SOCIETY OF KAWARTHA LAKES

### JOB DESCRIPTION

- TITLE:** **ACA -1- ANIMAL CARE ATTENDANT – LEVEL 1**
- SUPERVISION:** Reports to the Shelter Manager
- OBJECTIVE:** To assist the Shelter Manager in the daily operations of the Shelter, ensuring the health and welfare of the animals within the Shelter; management of their medical and physical needs; maintaining sanitary and humane conditions in the Shelter; and providing customer service to the public through reception duties, adoptions, and the surrender process. The animal Care attendant will conduct herself/himself in a professional manner in all aspects of the above position, and completes tasks in an appropriate and timely fashion.
- RESPONSIBILITIES:**
- Animal Care:**
- Conduct assessment of incoming animals to determine general physical health and well-being
  - Under the guidance of the Shelter Manager, administer and record medications, vaccines, micro chipping, and complete all other procedures as directed
  - Observe animals and record observations on a daily basis, assessing them for symptoms of disease, illness, or behavioural problems, advising the Shelter Manager of any finding of concern
  - Provide basic first aid to sick or injured animals as needed
  - In consultation with the Shelter Manager, seek veterinary assistance when needed
  - Prepare intake on stray animals and input the information in Shelter's database
  - Maintain pound records for bylaw of the City of Kawartha Lakes
  - Provide a clean and sanitary environment for our animal residents
  - Provide proper food, care and shelter for animals under the Society's care and protection
  - Work closely with volunteers and assist in the provision of training for volunteer animal caregivers
  - Assist other staff in the provision of animal care
  - Perform basic custodial duties as required in order to effectively maintain the condition of the physical plant and its equipment and grounds
  - Demonstrate the safe handling of chemical cleaning agents and drugs
  - Recommend changes to ensure the optimal operation of the Centre, under the supervision of the Shelter Manager, and implement if approved
  - Assist the Shelter Manager in maintaining accurate and up-to-date information regarding adoptions, surrenders, redemptions, euthanasias, vaccines, microchip implants, daily medication administration, and pound books
  - Transport animals to Veterinarian offices as directed
  - Assume other responsibilities as requested by the Shelter Manager

**ADDITIONAL  
RESPONSIBILITIES:**

**Reception:**

- Assist with greeting the public, in person or by phone; filing, data entry and general reception duties
- Counsel potential adopters about behaviours and characteristics relating to their choice of pets as part of adoption process
- Complete adoption process according to Shelter procedures

**Other:**

- Conduct exterior maintenance if required i.e. cleaning of outside dog runs, lawn maintenance, snow removal
- Other duties as assigned
- Work in compliance with the Occupational Health and Safety Act and its regulations.
- Immediately reports all incidents of injury, property damage, absence of or failure of a protective device and/or equipment to the supervisor immediately.

**QUALIFICATIONS:**

Candidates should possess:

- a thorough understanding of, and dedication to, the philosophies of animal welfare
- At least 2 years-experience in animal care and handling
- Knowledgeable in the handling of wild or feral animals
- Critical evaluation and observation skills
- Excellent organizational skills
- Ability to understand and follow directions, guided by policies and procedures
- Ability to work well with minimal supervision
- Ability to lift heavy objects (35 kgs)
- A valid driver's license
- Neat in appearance
- Must be able to stand for long periods
- Ability to manage emotionally and environmentally stressful situations

**Note:** Must not have allergies limiting or affecting exposure to animals

**HOURS OF WORK:**

Varies per HSKL Scheduling

\_\_\_\_\_  
Animal Care Attendant

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date