



Humane Society of Broward County Animal Care Associate (Part-time PM) Job Description

Job Title: Animal Care Associate (Part-time PM)
Department: 210-Animal Care
Reports to: Animal Care Supervisor
FLSA Status: Non-Exempt
Revision Date: 07/2014

JOB SUMMARY

To provide humane care and treatment for the animals in our facilities. To assure and maintain the established Animal Care Department standards in order to make the animals stay as comfortable and pleasant as possible.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Cleans and disinfects assigned dog kennels and catteries, which includes, but is not limited to clean up of animal waste and other body fluids by Shelter closing time in accordance with the Animal Care Department's Standard Operating Procedures.
- Handles various cleaning solvents, chemicals, etc. and must comply with all regulations such as OSHA, EPA, State Health Department, etc.
- Disposes trash, waste, and other disposable materials.
- Performs tasks assigned in the daily duty sheet on a daily basis.
- Receives, handles and kennels animals of different species, including those of unknown temperament, aggressive, sick and injured animals.
- Visually inspects animals for overall health problems and follow-up if necessary.
- Feeds and water as per prescribed amounts based on age and size and in accordance with the Animal Care Department's Standard Operating Procedures.
- Ensures and maintains the proper handling of animals throughout the shelter in accordance with the Animal Care Department's Standard Operating Procedures.
- Observes behavioral changes that could indicate illness or injury.
- Bathes animals when assigned or as needed in accordance to the Animal Care Department's standard operating procedures.
- Removes cage cards as needed.
- Periodically spot cleans assigned kennels and/or catteries.
- Prepares assigned kennels and/or catteries for shelter closing in accordance to the Animal Care Department's Standard Operating Procedures.
- Provides accurate information in a clear, friendly and concise manner to the public in accordance with HSBC policies on a daily, ongoing and as needed basis.
- Assists with new employee and volunteer training in accordance to HSBC policy on an as needed basis.
- Acts as the lead worker for any volunteer assigned to area.
- Attends mandatory department meetings and training sessions on various animal handling and work-related topics.
- Follows proper safety precautions and wears appropriate safety equipment on an ongoing basis.
- Maintains neatness and cleanliness of all assigned work areas including bathing areas according to the Animal Care Department' standard operating procedures or based on instructions by supervisor.
- Assists with animal rescues, transports and provides support in the setup of off-site adoptions as needed.
- Assists in the Clinic as needed.
- Maintains a professional and cordial working attitude.
- Reports any malfunctions of equipment or safety and security concerns to the Animal Care management team.

SUPERVISORY RESPONSIBILITIES

- None; however, may lead, train, guide or participate in work team assignments.

NON-ESSENTIAL DUTIES

- Assists in other Animal Care Department functions and projects.

Humane Society of Broward County is a Drug-Free Workplace

- Performs other duties as assigned.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ABILITIES:

- Ability to read and interpret documents such as safety rules, warning labels, product instructions, operating instructions and procedure manuals.
- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to process complex verbal and written instructions and translate them into a series of logical problem solving steps.
- Ability to communicate effectively verbally and in writing.
- Ability to have close contact with domesticated animals.
- Ability to handle, restrain, lift and move domesticated animals.
- Ability to fluently speak, write and understand English.
- Ability to write legible on HSBC forms, reports and documents.
- Ability to adhere to disease management and safety protocols.
- Ability to operate locks, handles, latches, faucets and sprayers.
- Ability to answer all questions effectively and in a pleasant manner.
- Ability to communicate effectively with the public and to a variety of audiences.
- Ability to work in a team oriented and frequently changing environment.
- Ability to work under stress during crisis or disaster situations.
- Ability to work varied hours/days, including nights, weekends, and holidays, as needed.

PHYSICAL DEMANDS

- While performing the duties of this Job, the employee may be required to stand for long periods of time.
- While performing the duties of this Job, the employee is regularly required to move continuously during work hours.
- While performing the duties of this Job, the employee must be able to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk and hear for extended period of times.
- The employee must be able to pull, lift and/or move a minimum of 40 pounds.
- The employee must be able to restrain large animals as needed.
- The employee must be able to place and retrieve supplies in and out of the supply area.
- The employee must be able to utilize safety equipment while performing the duties of this Job.
- Specific vision abilities required by this Job include close vision and the ability to adjust focus.
- The employee will occasionally be required to drive company van for offsite locations or to rescue missions.
- While performing the duties of this Job, the employee will be required to handle or have close contact with domesticated animals.
- While performing the duties of this Job, the employee must be able to bend and use legs, arm and back muscles without discomfort.
- The employee is required to adhere to company personal appearance policy and wear supplied uniform shirts/jackets when required.
- The employee may be required to work extended hours during a company-defined crisis or disaster situation.
- The employees must be able to perform duties of this Job with the expectation of working varied hours/days, including nights, weekends, and holidays, as needed.
- Overnight travel and stay may be required when participating in animal rescue missions and/or animal transports.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this Job, the employee is regularly exposed to domesticated animals.
- Job is performed in a kennel environment at the main facility; however, on occasion job will require travel to off-site locations located within a retail environment.
- Job will occasionally require work to be performed outdoors.
- The noise level in the work environment is usually at a high level.

- While performing the duties of this Job, the employee is frequently exposed to wet and/or humid conditions; fumes or airborne particles and heat.
- While performing the duties of this Job, the employee is occasionally exposed to moving mechanical parts.
- While performing the duties of this Job, the employee will be exposed to with a variety of animals with different temperaments and health conditions which may put them at risk for injuries, bites or scratches.

EDUCATION, EXPERIENCE, and TRAINING

- High school diploma or general education degree (GED) preferred.
- Knowledge and understanding of animal breeds and temperaments is preferred.
- No prior experience necessary.

Note: Management has the right to assign or reassign duties and responsibilities to this Job at any time. Critical features of this Job are described under various headings above. They may be subject to change at any time due to reasonable accommodation or other reasons. The above statements are strictly intended to describe the general nature and level of the work being performed. They are not intended to be construed as a complete list of all responsibilities, duties, and skills required of employees in this position. This job description does not create an employment contract, implied or otherwise, other than an "at will" relationship.

I HEREBY ACKNOWLEDGE THIS FORM HAS BEEN PRESENTED TO ME BY MY SUPERVISOR AND I HAVE READ AND UNDERSTAND THE DUTIES OF MY POSITION:

EMPLOYEE:

Print Name: _____ Date: _____

Signature: _____

SUPERVISOR:

Print Name: _____ Date: _____

Signature: _____