

# Coulee Region Humane Society, Inc.

## **JOB DESCRIPTION**

Title: Animal Caregiver – Part-time  
Reports to: Kennel Operations Manager  
Exempt Status: Hourly

## **PURPOSE OF THE JOB**

To perform animal care duties including but not limited to daily maintenance of companion animal kennels and housing units, feeding, medicating, grooming and socializing animals of a variety of species including dogs, cats, small animals, bird, reptiles and exotics. To perform adoption counseling duties including but not limited to matchmaking between potential adopters and companion animals and providing education on companion animal ownership concepts. To support the mission of Coulee Region Humane Society, Inc. (CRHS).

## **JOB RESPONSIBILITIES**

- Clean animal areas which includes but is not limited to the following:
  - Collect dishes, bedding, toys and litter pans
  - Feed and clean in all cages and kennels
  - Rotate animals when needed, including adoptable, isolated, and quarantined animals
  - Clean get acquainted rooms, crates/carriers, room floors and hallways
  - Groom and bathe animals
  - Assist with dishes and laundry as a team
  - Deep cleaning in rooms, preferably monthly: tops of kennels, room walls, dog grates, etc.
  - Pick up and disposal up of animal feces
- Perform general Health Checks in accordance with policy and procedure for incoming animals.
- Administer and record vaccinations and medications for all animals.
- Provide socialization opportunities for animals, as assigned.
- Provide adoption counseling to potential adopters.
- Provide post-adoption counseling when needed.
- Participate in adoption promotions and events.
- Ensure that recognition signage for services and/or goods provided by vets at discounted or free of charge are displayed on kennel doors, as assigned.
- Assist with updating the animal information for the website, Pet of the Week features, adoption boards and other promotional/feature outlets, as assigned.
- Assist in preparing specialized bio/information sheets for adoptable animals.
- Assist with preparing information for adopters that is specific to the animal they are adopting and the animals that may already be in the household.
- Maintain positive relationships with staff, volunteers, business partners and the public.
- Promote responsible pet care.

- All other duties as assigned.

### **QUALIFICATIONS**

- Appropriate technical degree or equivalent work experience.
- Pleasant, professional, public image.
- Able to work with minimal supervision.
- Experience working with animals.
- Computer literate and ability to operate office equipment.
- Excellent oral, written, and organizational skills with attention to detail.
- Valid Driver's License.
- Able to work flexible hours, which includes weekends.
- Passion for issues relating to animal welfare.
- Annual health examination required for each employee-owned cat or dog.
- Current rabies and distemper vaccinations, as advised by a veterinarian, for each employee-owned cat or dog.
- Current annual dog or cat license, if required by the employee's municipality of residence, for each employee-owned cat or dog.

### **WORK ENVIRONMENT**

- Working conditions include:  
possible exposure to dangerous, diseased, frightened and injured animals.  
possible exposure to potentially harmful chemicals and drugs.
- Emotional demands include:  
euthanasia.  
animal abuse.  
animal neglect.
- Ability to lift large animals and/or assist with lifting large animals in excess of 80 pounds.

### **PHYSICAL REQUIREMENTS**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential function 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 required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements in close vision and the ability to adjust focus.