

GOOD SHEPHERD HUMANE SOCIETY, Inc.

Job Description

ANIMAL CAREGIVER

SUPERVISOR

The Animal Shelter Manager; Shelter Assistant Manager in absence of Manager

PRIMARY JOB PURPOSE

Performs work necessary to maintain the animal shelter in a clean and sanitary condition; monitors the physical condition of all animals held at the shelter; assists with the medical care, feeding, grooming, training, and placement of animals at the shelter; performs other related duties as assigned.

ESSENTIAL DUTIES

Duties may include, but are not limited to the following:

Cleans kennels and cat rooms daily

Feeds and waters animals

Exercises animals

Assists in conducting behavior assessments and health screenings on incoming animals

Monitors health of animals

Carries out implemented behavior programs

Answers telephone and provides good customer service

Provides general information to visitors and potential adopters

Completes adoption and surrender paperwork as needed

Assists in cleaning other areas of the shelter

May assist with euthanasia of unadoptable animals

Maintains a neat and well groomed appearance

Attends monthly staff meetings

Carries out other duties as assigned by the Animal Shelter Manager

SCHEDULE (SUBJECT TO CHANGE)

Must be able to work weekends and holidays.

PHYSICAL REQUIREMENTS

The individual in this position is frequently around animals that are agitated or injured that may attempt to bite or scratch. The person must be able to lift and carry animals and equipment weighing in excess of 50 pounds and control large animals on a leash.

The individual performs prolonged standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine motor

coordination to care for animals and use a computer keyboard. The position requires good near and far vision. Additionally, hearing and the ability to speak clearly are required when providing phone and counter service.

The individual in this position will work with a variety of cleaning agents and a wide range of allergens. The work environment will also involve working indoors and outdoors with frequent changes in temperature and humidity.

KNOWLEDGE/SKILL QUALIFICATIONS

A genuine interest in animals and their well-being.
Knowledge of proper and compassionate care and feeding of domestic animals.
Ability to recognize abnormal animal health or behavior.
Ability to follow oral and written instructions.
Ability to establish and maintain effective working relationships with staff, volunteers, and the general public.
Basic computer, internet and computer program skills and knowledge.
Ability to learn how to complete intake and surrender forms and enter data into the computer.

LICENSE OR CERTIFICATE

Possession of a valid Arkansas Driver's License and a clean driving record.

Staff Signature

Date