



*Every pet deserves a good life. We save the most vulnerable animals and enrich the lives of pets and people. Our mission is made possible with the hard work of our valued employees. We offer a friendly, professional work environment with a culture that promotes innovation, compassion, and excellence.*

**Job Title:** Animal Care Attendant (ACA)

**Department:** Adoption Center

**Position Status:** Part-Time, Non-Exempt

**Schedule:** 24 hours per week

**Reports to:** Adoption Center Director

### **POSITION SUMMARY:**

The primary function of an ACA is to adhere to the cleaning procedures and protocols for animal care, kennel maintenance, sanitation, parasite and disease control, and other animal care practices within the policies and guidelines of Blue Ridge Humane Society. This position must also support all BRHS board policies.

### **DUTIES & RESPONSIBILITIES**

#### **Including but not limited to:**

- Responsible for maintaining the animal housing areas and the shelter as a whole in a clean and sanitary condition. This includes thorough morning cleaning and disinfecting, and ongoing cleaning and maintenance throughout the day. Runs and cages are to be checked before the employees take their lunch break and before the end of their shift to be sure that the animals are clean and cared for before the staff leaves. Fresh water must be available and easily accessible to each animal at all times.
- Must maintain a humane attitude at all times towards the animals in their care. Caretakers must be knowledgeable about proper handling and restraint of animals. Teasing, neglect or any instances of animal cruelty will not be tolerated and will result in immediate dismissal.
- Responsible for close observation of animals in runs and cages throughout the day, to see that the animals are safe, healthy, and comfortable. Each animal should access to clean and dry bedding.
- Assures all animals in their care are receiving adequate physical and mental enrichment
- Responsible for promptly notifying the supervisor when an animal shows signs of stress, injury, or illness
- Responsible for prompt and proper receiving and kenneling of new animals brought into the animal shelter. These duties include: examining the animals and reporting injuries and abnormalities, or signs of illness to the supervisor.
- Responsible for assisting citizens in the kennel and cattery looking to adopt an animal. Our goal is to increase the adoption rate and do all we can to ensure adopted animals are well-matched with their new owners. ACAs are expected to be courteous to the public and give accurate information about the animal.
- Must show interest and motivation towards personal development, growth and learning with regards to animal welfare. This includes attending seminars/trainings and some extra reading and preparations as assigned

- Works cooperatively with volunteers in partnership to improve quality of life for resident animals; report all concerns or issues with volunteers immediately to supervisor.
- Participates in adoption and community outreach events when assigned
- Represents Blue Ridge Humane Society at industry meeting or community initiatives when assigned in a professional manner at all times: in appearance and demeanor
- Performs other duties as assigned

*Work is evaluated by periodic checks for overall effectiveness and results achieved. Written evaluations are done at the end of the initial probationary and annually thereafter on the anniversary date.*

*Operational guidelines are set forth by the Executive Director and presented in the Employee Handbook.*

#### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. 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.*

- A valid, unrestricted driver's license with a driving record acceptable by the BRHS's insurance carrier
- Must be knowledgeable about proper handling and restraint of animals
- A valid, unrestricted NC driver's license with a driving record acceptable by the BRHS's insurance carrier.
- Must be able to lift 50 pounds.
- Must be able to sit, stand, squat, and kneel for periods of time.
- Must share Blue Ridge Humane Society's commitment to animals
- Highly motivated and self-directed
- Ability to work with a diverse population and establish and maintain effective and harmonious working relationships with the public, donors, volunteers, staff and management in a respectful and courteous manner
- Must love animals AND people!

#### **Certificates, Licenses & Registrations:**

Must be willing to give permission for a background check and a DMV report. Must possess a valid unrestricted driver's license with a driving record acceptable by Blue Ridge Humane Society's insurance carrier. May be asked to submit to drug testing during employment.

*Blue Ridge Humane Society provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, Blue Ridge Humane Society complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

On this date, I have received the above BRHS job position description. I have reviewed it and understand my responsibilities.

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Employee Printed Name

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Employee Signature

Date