

## **Nevada Humane Society -- Job Description Part Time Cat Caregiver**

Department: Cats

Exempt/Non-Exempt: Non-exempt, full-time or part-time positions

Must be at least 18 years of age and have valid drivers license and if, hired, able to present clean driving printout from DMV.

Immediate Supervisor: Animal Care Manager

Availability: NHS is open seven days a week, as animals need daily care. Animal Caregivers must be available to be scheduled for work any day, between the hours of 8 am and 7 pm, without other conflicts (i.e.: school schedules, other jobs, or other activities).

Non-Exempt Position: Minimum of eight hours per day, 40 hours per week. Daily reporting hours and days of the week may vary according to the needs of the department schedule. Includes weekend and holiday work.

General Position Summary:

The animal caregiver will be responsible to provide compassionate and attentive care of the animals at all times, maintain a clean healthy environment for the animals and the public, and assist with animal adoptions as needed.

Essential Function/Major Responsibilities:

- Daily, thorough cleaning of all animal areas, including cat areas, floors, dishes, bedding, etc.
- Spot cleaning of animal and public areas throughout the day.
- Feeding the animals, including providing special diets as needed.
- Monitoring the health of the animals on an ongoing basis and rapidly identifying any health problems or conditions (medical or behavioral) and immediately reporting it to the supervisor or veterinary technician.
- Socializing and grooming the animals.
- Assessing the temperament of the animals to facilitate finding the best possible placement for each individual animal.
- Doing laundry, dishes, washing windows, cleaning and mopping public areas as needed.
- Providing a healthy, safe, clean and pleasant environment and facilities for the animals and the public.
- Promoting a humane and caring attitude toward all animals.
- Treating all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance.

- Maintaining a friendly demeanor and providing good customer service while assisting with adoptions.
- Working courteously and cooperatively with other staff members.
- Stocking supplies.
- Filling in for other areas and performing other tasks/functions as needed, including helping out at special events.

We want to make employees aware that from time to time we euthanize animals who are sick or injured. Also, from time to time we need to end the life of a dog who has displayed aggressive tendencies and who poses a risk to public safety or to the safety of other animals.

#### Supervisory Responsibility:

This position is not supervisory in nature

#### Job Scope

Performs duties independently with minimal supervision, operating from specific and definite directions and instructions. Decisions are of a routine nature made within prescribed operating guidelines, policies and procedures. Mistakes/errors may result in work stoppage, loss of business, poor customer relations, and/or damage to property or harm to the animals, all of which can have negative implications for the organization.

#### Specific Job Skills:

- Good interpersonal, communication, customer service, and time management skills essential.
- Affection for animals, concern for their welfare, and a willingness to accommodate animals in the work place.
- Ability and initiative, working with minimal supervision and direction.
- Maturity, good judgment and a professional personal appearance.
- Ability to read, write and understand English required.
- Ability to identify problems or patient conditions (medical and behavioral) that need to be brought to the attention of the immediate supervisor or the veterinary technician.
- Treat people and animals with respect; contribute to effective teamwork; and, foster public relations beneficial to the shelter and its programs.
- Familiarity with animals, knowledge of animal behavior or experience volunteering or working with a rescue group, humane society, foster care involvement or other animal welfare agency are a plus.
- Comfort and ability to work with cats of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.

Physical Requirements:

- Physical ability to walk and/or stand on your feet throughout a normal workday required.
- Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, to see, to move animals and goods.
- Physical ability to push up to 150 pounds and carry up to 50 pounds regularly throughout a normal workday required
- Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.

Working conditions include working alone, working outside in varying weather conditions, frequent interruptions, and some evening meetings/classes.

Educational Requirements:

High school graduation, plus two years of public contact work or volunteer experience, preferably working with animals.