

## Nevada Humane Society Job Description

Job Title: Animal Caregiver- Cat Staff

Department: Cat

Reports to: Cat Manager

FLSA Status: Non-Exempt

### **Position Description:**

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 Job Functions:**

- Daily, thorough cleaning of all animal areas, including inside/outside runs, 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.
- Medicating animals as directed by Med Staff.
- Socializing and grooming the animals. Providing enrichment to reduce stress.
- 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.
- Providing transportation for animals as needed, to and from vet appointment, for adoption events, to other shelters, etc.
- 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.

### **Knowledge, Skills, and Abilities:**

- Good interpersonal, communication, customer service, and time management skills.
- Ability to communicate skillfully and effectively with a culturally diverse staff, volunteers and community in a professional, pleasant, respectful, courteous and tactful manner at all times.
- 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.
- Knowledge of Cat behavior and common medical conditions.
- Treat people and animals with respect; contribute to effective teamwork; and, foster public relations beneficial to the shelter and its programs.
- Strong problem solving skills -- focusing on finding solutions to problems and challenges.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **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 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.

### **Minimum Qualifications:**

#### Education:

College education preferred, high school diploma or GED required.

Experience:

One year of customer service or volunteer experience, preferably working with animals.

Licenses:

Valid CA or NV Driver’s license and ability to pass Nevada Humane Society Motor Vehicle Report criteria. Current auto insurance

Availability: NHS is open seven days a week, as animals need daily care. Availability and a willingness to work a flexible schedule are a plus.

\*\*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.

**Signatures**

This job description has been approved by all levels of management:

Manager\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_