



Job Description

TITLE: Clinic Animal Care Attendant

Apply for this opening by clicking here: [Job Application Link](#)

FLSA: Non-Exempt (hourly)

NEW: October 2016

REPORTS TO: Clinic Supervisor

SUPERVISES: None

Position Summary:

Responsible for the general care and maintenance of shelter animals in the clinic setting. Maintains a clean environment at all times. This encompasses providing necessary services for humane feeding, watering, and caring for animals on site, as well as performing related work in maintaining and operating the kennels in a clean and efficient manner.

Essential Duties and Responsibilities:

- Prepares and provides food and water for animals as described in the clinic standard operating procedures (SOP) and special instructions.
- Washes and disinfects animal food and water bowls.
- Thoroughly cleans inside and outside of all assigned kennels, cages, walls, floors and other surfaces daily, and at additional times when soiled.
- Continually observes all assigned kennels, cages and surrounding areas, including common areas and hallways where animals are moved, to dispose of animal waste, with follow up cleaning as necessary.
- Keeps all cat litter pans clean in assigned areas throughout the work shift.
- Maintains a neat and orderly appearance of all assigned kennel areas.
- Delivers animals to and from other departments.
- Continually monitors animals housed in assigned areas and reports any signs of illness, injury and behavior problems .
- Cleans outside of assigned areas as directed.
- Moves and stocks food, supplies and materials, and transfers donated food, supplies and materials when directed.
- Assures kennel cards are displayed prominently on the kennels and cages, and that animals removed from cages and kennels are returned to the proper location.
- Transports animals for X Rays, or other diagnostics/procedures.
- Maintains up-to-date animal inventory.
- May have direct interaction with customers, and must always present him/herself in a professional manner consistent with the guiding principles and values of The Animal Foundation. Maintains a professional appearance at all times.
- Routine animal handling and animal restraint
- Provides information and assistance to internal and external customers as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.
- May be required to assist in the clinic pack room. This would include the proper cleaning and sterilization protocols for surgical packs, as well as keeping room clean and organized.



Job Description

TITLE: Clinic Animal Care Attendant

- Daily laundering of surgical and recovery laundry and any additional bedding or other items that may need to be washed/dried.
- May need to help stock and organize shelves with shipments received containing medications and/or supplies for clinic use.
- Other duties as assigned.

Education and Experience Requirements:

Equivalent to a High School diploma.

License & Certification Requirements:

Incumbent must be at least 21 years of age, and possess and maintain a valid Class C Nevada Driver License. Incumbents under age 25 must possess and maintain a clean driving record, and be licensed for at least three years prior. Those over age 25 must possess and maintain a safe driving record that will allow for acceptable insurance risk to the Foundation.

Required Knowledge and Skills:

Knowledge of:

- Principles and practices of animal care.
- Industry standard equipment (i.e. foamers, catch-poles, muzzles, cat nets, etc.).
- Animal behavior traits.
- Techniques for dealing effectively with co-workers, volunteers, and the public, in person and over the telephone.
- Correct conversational English, including spelling, grammar and punctuation.

Skill in:

- Identifying problems and reviewing related information to develop and evaluate options and recommend or implement solutions.
- Mathematics to count and total numbers.
- Animal restraint techniques.
- Working with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.
- Treating people and animals with respect; compassion for animals.
- Dealing tactfully and effectively with staff, volunteers and the general public.
- Communicating effectively in oral and written forms.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.

Working Conditions and Physical Effort:

Physical ability, stamina and mobility to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch and crawl, in some cases for an extended period of time. Strength to lift and/or move materials weighing up to 25 pounds frequently, and 50 pounds occasionally. Vision to read printed



Job Description

TITLE: Clinic Animal Care Attendant

materials. Hearing and speech to communicate in person or over the telephone or radio. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Job incumbent is continuously exposed to animals, animal waste, potentially harming cleaning chemicals, high noise and potentially hazardous conditions, including the risk of animal bites and regular work outdoors for extended periods of time while exposed to cold, rain, and extremely hot temperatures.

All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

I have read and understand the above to be a general description of the duties, physical demands and occupational exposures of the position for which I am being hired.