

JOB TITLE: Animal Care Attendant (ACA)

Accountable to: Animal Control Supervisor

Supervises: None

Position Summary: Provides administrative as well as practical support for the day to day operations at Heard County Animal Control. Assist in training employees in all aspects of the job.

Essential Job Duties:

1. Knowledge of Animal Control ordinances and laws within the State and County, along with County policy and procedures.
2. Adheres to the cleaning procedures as detailed in the Standard Operating Procedures and Protocols for animal care, kennel maintenance, sanitation, parasite and disease control, and other animal care practices within the policies and guidelines of Heard County Animal Control.
3. Responsible for maintaining the animal housing areas and Heard County Animal Control as a whole in a clean and sanitary condition. This includes morning cleaning and disinfecting and ongoing cleaning and maintenance throughout the day. Runs and cages are to be checked before the employee take their lunch break and cared for before the staff leaves. Fresh water must be available and easily accessible to each animal at all times.
4. Must maintain a humane and caring attitude at all times towards the animal in their care. Attendants 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.
5. Responsible for promptly notifying the Shelter Supervisor if any animal shows signs of stress, injury, or illness.
6. Responsible for prompt and proper receiving and kenneling of new animals brought into the animal shelter. These duties include: examining the animal and reporting any injuries, abnormalities, or signs of illness to the Animal Shelter Supervisor, identifying the animal with a shelter number, vaccinating each animal with appropriate vaccines and worming if necessary, and placing the animal in a clean cage/run with water, food and fresh bedding.
7. Responsible for assisting citizens in the kennel and cattery looking for a lost pet or seeking 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. Attendants are expected to be courteous to the public and give them accurate information about the animals in our care at Heard County Animal Control.
8. Must demonstrate a low level of absenteeism and lateness as a condition of continued employment.
9. We expect that our employees share our sense of commitment to the animals.
10. Must show interest and motivation towards personal development, growth and learning with regards to animal welfare.
11. Responsible for training new staff as needed. There is never a time at Animal Control when all the work is done and the animals have been given enough attention.
12. Performs other duties as needed.
13. Works cooperatively with volunteers and report all concerns or issues with volunteers immediately to the Animal Shelter supervisor.
14. Participates in adoption and community events when assigned.
15. Represents Heard County Animal Control in a professional manner at all times in appearance and demeanor.

Skills, Training and/or Education: This position consist of related clerical and administrative task. Employees must be able to use a computer, printer/copier/fax machine, calculator, and handle monies received. Basic technical procedures in health evaluations and giving medications/shots. High school diploma or GED

Licenses or Certificates: Valid Driver License.

Physical Demands: This position requires workers to walk or stand for long periods to lift and carry small/medium/large animals. To climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer and keyboards.

Unusual Demands: Work is subject to frequent interruptions. Employee is subject to work weekends, holidays and beyond normal scheduled hours. Employee is subject to work outside in a variety of weather conditions.

All applicants must agree to and pass a drug test, a background check and MVR.

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

Employee Signature

Date

Witness

Date