

# Oshkosh Area Humane Society

## Animal Caretaker Job Description

**Title:** Animal Caretaker

**Classification:** Full-time, or part-time, hourly

**Reports to:** The Executive Director and Admissions Manager

### **Job Summary:**

This staff member is responsible for assisting the Admissions Manager in the daily operation of the animal shelter in accordance with the directives and guidelines set down by the Executive Director and Oshkosh Area Humane Society Board of Directors. Provide a clean, healthy, and humane environment for animal residents for as long as they may be in the care of the OAHS.

### **Principal Duties and Responsibilities:**

1. Ensure that intake animal areas are cleaned and disinfected on a regular and timely basis as often as necessary to maintain health and cleanliness standards.
2. Complete intake paperwork for all stray and surrendered animals. This includes but is not limited to all information about the animal's history, owner, and location of where the animal may have been found as well as any fees attached to the animal. In the case of a stray, check lost reports, determine if the animal was found within a contracted township and notify the appropriate person appointed by the township, if any.
3. Check in animals by performing a physical health check, inoculations, worming, flea treatment, HW and Feline Leukemia testing, and other applicable treatments and tests.
4. Redeem animals back to their owner after all necessary redemption paperwork is complete and collect all fees attached to that animal. When making adjustments to fees or making accommodations for owners, review adjustments with the Admissions Manager.
5. Properly assist, handle, and conclude, with the Admissions Manager and Medical Coordinator's knowledge, all animal bite cases as required by the Wisconsin state statutes and the OAHS policies.
6. Observe animals for disease and illness. Advise the Manager and Medical Coordinator when medical care is required and act on appropriately. Accompany animals to veterinarian facilities for treatment.
7. Participate in the yellow and white flag processes by frequently reviewing animals' paperwork in the yellow flag folder and adding notes / recording observations when needed. Participate as an advocate in the white flag process when appropriate.
8. Maintain proper computerized information pertaining to vaccination and deworming updates.
9. Administer medications and inoculations when necessary.
10. Check in-house, newspaper, Lost Dogs/Cats of Wisconsin and Craig's List lost reports daily. Add information about lost animals gained from these sources to the Lost/Found binders.
11. Prepare for surgeries the night before by ensuring animals are checked in, temperament tested, catitude assessed, bathed, and by pulling food. Make sure animal paperwork is organized for surgery the following day.
12. Communicate with appropriate adoption staff the availability of animals ready to move up to the adoption floor. Minimize length of stay of animals in the intake area by ensuring spay/neuter surgeries are scheduled and behavioral assessment is completed in a timely manner.
13. Make requests to the Medical Coordinator for cleaning and veterinary supplies as needed.

14. Regularly walk through all animal intake areas for observation. The morning caregiver will check the night drop areas for animals and all caregivers will hourly walk through the kennel areas to clean up waste.
15. Ensure that “caregiving only” animals receive appropriate levels of exercise.
16. Provide assistance to all staff members and volunteers in the care of animal residents and in the maintenance of the facility. Caregivers are responsible for maintaining professional relationships with volunteers and notifying the Volunteer Coordinator should an issue arise. Caregivers should foster a sense of teamwork and collaboration with fellow caregivers as well as all staff working in other departments.
17. Acknowledge and greet visitors and volunteers when passing them in work areas.
18. Act as a resource for animal behavior questions posed by the general public and to those adopting animals.
19. Meet and talk with the public in person and by phone with a professional and courteous manner.
20. Caregivers working at closing will check all intake areas (including the surgery room) to make sure all animals are in their inside kennels, that living environments are clean and wall intake doors are locked and secure.
21. Be “on call” in a rotation schedule for animal emergencies after regular shelter hours.
22. Attend meetings, seminars and workshops for continuing education, current information and self-improvement.
23. Maintain a positive attitude of responsible work ethic as well as a positive attitude of respect and compassion towards all living things.

**Job Qualifications:**

This is an hourly or salaried position, requiring the following:

1. High school diploma or equivalent.
2. Valid Wisconsin driver’s license.
3. Ability to lift 50 lbs. unassisted.
4. Mature judgement and the ability to interact with the public, shelter staff, and volunteers in a courteous and professional manner.
5. Neat appearance and a positive mental attitude.
6. Ability to learn and implement the policies of the Oshkosh Area Humane Society.
7. Ability to learn and perform basic computer operations.

**Relationship:**

The Animal Caretaker reports to the Admissions Manager and the Executive Director. This position works closely with all shelter staff and will do their best to be a part in helping to create and maintain a pleasurable work environment that encourages teamwork.

**Account of Measurability:**

The person selected to fill this position will be evaluated by his/her ability to perform the duties and responsibilities described in the Animal Caretaker’s job description.