



# BURLINGTON HUMANE SOCIETY

## On Call Animal Care Worker

<b>Job title</b>	<i>On Call Animal Care Worker</i>
<b>Reports to</b>	<i>Executive Director</i>

### About the Burlington Humane Society

The Burlington Humane Society (formerly called Animal Aid) has been a part of the Burlington community since 1974. It is a non-profit organization dedicated to helping the stray and abandoned animals in Burlington area, and we are extremely proud to be a no-kill shelter. Over the years, our membership has grown and now includes hundreds of active volunteers and several paid positions.

### Job purpose

The On Call Animal Care Worker is a member of the Animal Care Team team, along with the Animal Care Manager and Adoption Counselors. Reporting to the Executive Director (ED), the On Call Animal Care Worker is responsible for the overall health and care of all our animals, guides and supervises volunteers and ensures cleanliness of the shelter.

### Duties and responsibilities

- Animal Care Responsibilities:
  - Oversee the care and health of all the animals
  - Ensure animals are fed with their individual specific diet
  - Perform basic medical duties
  - Administer medication
  - Ensure vaccinations are given and maintained at appropriate times for all animals
  - Ensure seasonal tests are performed and follow-up treatments are given as appropriate
- Volunteer Supervision Responsibilities:
  - Oversee the Cat Feed & Clean and Dog Walking programs
  - Provide guidance and supervision to Feed & Clean and Dog Walking volunteers
  - Train Feed & Clean and Dog Walking volunteers
- Cleaning and Sanitizing Responsibilities:
  - Perform basic cleaning duties
    - Clean floors
    - wash and fold laundry
    - taking out garbage and recycling
    - cleaning bathrooms
  - Maintain storage room as required
- Administrative Responsibilities
  - Notify Animal Care Manager of any food or supplies that need to be ordered
  - Enter all data regarding medications into PetPoint
  - Maintain and update medical documentation into appropriate files and computer
- Perform other duties as required

## **Qualifications**

- Understanding of animal welfare and humane societies.
- Basic understanding of animal health and both feline and canine behaviour.
- Proficient computer skills.
- Excellent communication (verbal and written) and interpersonal skills.
- Strong leadership and organizational skills.
- Strong team-work focus.
- Strong analytical and problem-solving skills.
- Ability to work independently.
- Able to work shifts on both week days and weekends
- Flexible, adaptable and responsive to change
- Ability to lift up to 25 lbs.
- Completion of a college level animal care worker diploma

## **Working conditions**

- This position does not have guaranteed hours. The work schedule will vary depending on the changing requirement of the organization. On-call shifts include but are not limited to holidays, weekends, mornings, afternoons, and evenings as needed.
- Frequent contact with volunteers in a fast-paced and changing work environment, which at times may be stressful or emotionally charged.
- Ability to tactfully provide supervision, feedback, guidance, coaching, mentoring and direction to volunteers.
- Willingness to attend training programs to upgrade skills as needed

## **Application Deadline**

- Ongoing until the position is filled.

## **How to Apply**

The Burlington Humane Society is a dynamic and challenging environment, and we are in need of a mature, energetic, hard-working, intelligent and enthusiastic addition to our team. If interested please email your cover letter and resume to [jobs@burlingtonhumane.ca](mailto:jobs@burlingtonhumane.ca)