



## BURLINGTON HUMANE SOCIETY

### Animal Care Worker

<b>Job title</b>	<i>Animal Care Worker</i>
<b>Reports to</b>	<i>Animal Care Supervisor</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 Animal Care Worker is a member of the Animal Care Team team, along with the Animal Care Supervisor and Adoption Counselors. Reporting to the Animal Care Supervisor (ACS), the 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
  - Schedule medical procedures for in-shelter animals with veterinary clinics as required
  - Arrange transportation of in-shelter animals to and from veterinary clinics as required
  - Report any concerns with animal health, welfare, or behaviour to the ACS punctually
  - Run basic labs (SNAP tests for FIV/FeLeuk, Parvo, HW & Urinalysis) as directed by ACS
  - Complete any feeding/cleaning and dog walking should there not be volunteers signed up
  - Book veterinary appointments for animals in the shelter
- Volunteer Supervision Responsibilities:
  - Oversee the Cat Feed & Clean, Socialization, and Dog Walking programs
  - Provide guidance and supervision to Feed & Clean, Socialization, and Dog Walking volunteers
  - Train Feed & Clean, Socialization, 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 Supervisor of any food or supplies that need to be ordered
  - Enter all data regarding shelter animal's care into ShelterLuv; our shelter management software.
  - Maintain and update medical documentation into appropriate files
  - Train new Animal Care Workers
- Assist Adoption Counsellors in the following areas:
  - Give Tours of the animals to potential adopters
  - Answer phones and inquiries at the reception desk when it is vacant
  - Complete financial transactions and enter into Shelterluv
  - Assist with adoption paperwork as directed
- Perform other duties are required

## Qualifications

- Understanding of animal welfare and humane societies.
- Veterinarian Technician, Veterinary Assistant or comparable experience.
- Basic understanding of animal health and both feline and canine behaviour.
- Exceptional guest service skills
- 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 weekdays and weekends
- Flexible, adaptable and responsive to change
- Ability to lift up to 50 lbs.
- Standard First Aid & CPR (Current)
- Pet First Aid certification is ideal

## Working conditions

- The hours for this part time position will average 20 hours a week; this may include weekends.
- 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
- Eagerness to learn new skills
- Passion for animal rescue and welfare

If you are interested in applying for this challenging position, please submit your Cover Letter and Resume and email it to [jobs@burlingtonhumane.ca](mailto:jobs@burlingtonhumane.ca). We thank everyone who applies for their interest in Burlington Humane; however only candidates selected for an interview will be contacted.