

# Oshkosh Area Humane Society Animal Caregiver Job Description

**Title:** Animal Caregiver

**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 intake department of the animals 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. Perform behavior and medical evaluation and provide lifesaving interventions for homeless animals 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. Effectively admit all stray and surrendered animals. This includes but is not limited to collecting all relevant information about the animal's behavioral and medical history, previous owner, and location of where the animal may have been found (if stray) as well as collecting any fees attached to the animal. In the case of admitting strays, check lost reports.
3. Check in all animals by performing, but not limited to, a physical health check, inoculations, deworming treatment, flea treatment, and Heartworm / feline leukemia testing.
4. Redeem animals back to their owner after all necessary paperwork has been completed and all fees associated with that animal's redemption have been collected.
5. Properly assist the Medical Coordinator with all animal bite cases as required by the Wisconsin state statutes and the OAHS policies. Advise the Admissions Manager of animals requiring bite quarantine.
6. Observe animals for disease and illness. Advise the Medical Coordinator when medical care is required and act on appropriately. Accompany animals to veterinarian facilities for treatment. Advise the Admissions Manager of animals requiring significant medical care.
7. Assist the Manager by making appropriate recommendations for yellow and white flag animals, as described in the policies of the OAHS. Update yellow and white flag candidate log sheets whenever appropriate.
8. Document proper information pertaining to surrenders, redemptions, and euthanasia to assist data entry personnel.
9. Administer medications and inoculations when necessary.
10. Check in-house, newspaper, and online lost reports daily.
11. Prepare for surgeries the night before by finishing check in, performing a temperament test or catitude assessment, bathing, pulling food, and a performing a visual health check.
12. Make requests to the Medical Coordinator for cleaning and veterinary supplies as needed.
13. 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 for waste and clean up.
14. Morning caregiver will attend to pending health check requests on days the Medical Coordinator is assisting vets in surgery or days the Medical Coordinator is not scheduled to work.

15. Provide courteous assistance to all staff members and volunteers in the care of animal residents and in the maintenance of the facility.
16. Act as a resource for animal behavior questions posed by the general public and to those adopting animals.
17. Meet and talk with the public in person and by phone with a professional and courteous manner.
18. Caregivers working at closing will check all intake areas to make sure all animals are in their inside kennels and make sure all intake doors are locked and secure.

**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, for 100 feet.
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.
8. Excellent customer service skills.

**Relationship:**

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 Caregiver's job description.