

CHEROKEE COUNTY

JOB DESCRIPTION

Job Title: Animal Care Worker I

Department: Cherokee County Animal Shelter

FLSA:

Grade:

Safety Sensitive Job: Yes

Security Sensitive Job: No

Job Description Prepared: August 2017

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports to: Animal Shelter Manager

Subordinate Staff: None

Other Internal Contacts: Sheriff; Animal Control Officer; Maintenance

External Contacts: General Public; Cities Located Within the County; Volunteer Organizations and Supporters; County Health Officer; County Rabies Officer; AU Vet School; Vendors; State Licensing Boards; State Department of Animal Health; Media Veterinarians; and Animal Rescue/Adoption Organizations; and Donors

Job Summary

Under the supervision of the Animal Shelter Manager, the employee is responsible for the direct care of all animals residing at the shelter. The employee performs daily shelter operations of feeding, watering, and providing medical attention, as needed. The employee is responsible for the daily maintenance and cleanliness of the facility to include cleaning and disinfecting animal shelter and cages. Employee provides customer service to include communicating with and assisting the general public. Performs all tasks as defined by and within the parameters of the State Department of Animal Health. The

employee completes daily assignments, follows through on matters, and uses simple judgment and training to take appropriate actions to deal with standard recurring situations without specific instruction. This job is identified as a safety-sensitive job and is subject to a background check and pre-employment and random drug screens.

Essential Functions

ESSENTIAL FUNCTIONS: The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

ESSENTIAL FUNCTION: Care of Animals. Performs animal shelter duties including receiving animals brought to the shelter, providing routine care of animals, taking reports from the public, reclaiming animals to their owners and transporting animals to veterinarians.

1. Receives and processes animals brought to the shelter for impoundment.
2. Takes photos of animals and logs information into specialized computer system to properly identify animals and provide documentation for abuse/neglect.
3. Checks animals for injuries and illnesses.
4. Cares for animals in a humane manner to ensure all animals are in good health.
5. Performs routine inspections of animals and their cages to monitor food consumption, behavior, symptoms of disease, and condition of confined animals for health and safety purposes.
6. Provides daily animal care, including bathing, grooming, feeding, watering, exercising and observing animal behavior.
7. Wears and utilizes personal protective equipment (PPE), as required.
8. Assists in the transportation of animals to veterinarians' offices for medical testing and treatment, as necessary.
9. Releases animals to proper owners; processes unclaimed animals for adoption.
10. Assists members of the public searching for lost animals or seeking to adopt animals.
11. Manages the cat, kitten, puppy facilities; manages isolation areas.
12. Washes kennels, runs and pens on a daily basis.
13. Cleans and disinfects water and food bowls.
14. Maintains a well-organized and sanitary work environment.
15. Receives complaints of dogs, cats or other animals creating nuisances and notifies appropriate County personnel for investigation and response.
16. Assists with euthanasia.
17. Disposes of deceased animals according to laws and established protocol.

18. Disposes of all biological and contaminated waste products according to laws and established protocol.

ESSENTIAL FUNCTION: General Operations. Performs administrative and other activities to ensure efficient operation of animal care for the County.

1. Monitors the status of animals adopted from the shelter.
2. Maintains communication with the Shelter Manager and shelter colleagues.
3. Assists and trains new employees and volunteers on proper procedures and skills.
4. Cleans animal shelter facility, including cleaning bathroom, mopping and dusting.
5. Mows and cleans the play yard.
6. Ensures the front of the building is kept mowed and cleaned.
7. Checks for appropriate supply inventory.
8. Procures, transports, unloads and stores food supplies, disinfectants, and animal care equipment; may be required to drive to locations.
9. Performs routine clerical duties as required, including answering the multi-line telephone, preparing records and reports, entering and retrieving computer data, copying and filing documents.
10. Maintains and updates data files with pertinent information on animal intake, health information, etc. on animals received and in the shelter.
11. Performs repair and routine maintenance of kennels, cages, exercise pens, and other facilities.

ESSENTIAL FUNCTION: Customer Service. Communicates with the general public and others to provide assistance and process information.

1. Represents the shelter in a consistently positive manner.
2. Meets, greets, and communicates with the general public.
3. Escorts visitors through the facility.
4. Answers the phone; transfers call and take messages.
5. Responds to questions and general inquiries.
6. Refers problems and complex situations to shelter manager.
7. Assists in processing pet adoptions.
8. Accepts donations and payments for adoptions.
9. Secures all monies received.
10. Maintains receipts and records.
11. Handles and secures monies received.
12. Dispatches shelter employees or law enforcement when notified of nuisance or aggressive animals and logs information into call log.
13. Performs other related duties as assigned.

Knowledge, Skills and Abilities

(* Can be acquired on the job)

1. *Knowledge of County rules, regulations, policies and procedures.
2. *Knowledge of County road systems.
3. *Knowledge of basic animal behavior.
4. *Knowledge sufficient to distinguish between various breeds of animals for proper identification.
5. Knowledge of animal care practices and techniques.
6. Knowledge of safety rules including accident causation and prevention.
7. Reading skills to interpret and follow directions and sequences related to treatments and medications.
8. Verbal skills to communicate effectively with supervisor, co-workers, and County citizens.
9. Writing skills to take field notes, write reports, complete required records and forms using correct English, grammar, punctuation, and spelling.
10. Math skills to perform basic computations (add, subtract, multiply, divide).
11. Skills in caring for dogs, cats and other small animals.
12. Ability to listen and follow directions.
13. Ability to use computers and office productivity software.
14. Ability to use standard office equipment.
15. Ability to use two-way radios and multi-line phones.
16. Ability and strength to operate hand tools and cleaning equipment.
17. Ability and strength to lift and carry animals.
18. Ability to reason logically.
19. Ability to wear a designated uniform and protective attire and equipment.
20. Ability to work with the public.
21. Ability to work calmly under highly stressful situations.
22. Ability to lift and carry animals/items weighing in excess of 50 pounds.
23. Ability to drive.

Minimum Qualifications

1. Possess high school diploma/GED.
2. One (1) year of previous experience working with, around and caring for animals; two (2) years of previous employment of working or caring for animals is preferred.
3. Experience working and communicating with the public.
4. Possess a current and valid driver's license and be insurable.
5. Ability to work non-standard hours including weekends.
6. Ability to pass a background check and drug screening.

Physical Demands

The work requires considerable and strenuous physical exertion such as frequent climbing of tall ladders, lifting heavy objects over 50 pounds, crouching or crawling in restricted areas, and defending oneself or others from physical attack.

Work Environment

The work environment involves high risks with exposure to potentially dangerous situations or unusual environmental stress which require a range of safety and other precautions, e.g. working at great heights under extreme weather conditions, subject to physical attack or mob conditions, or similar situations where conditions cannot be controlled.