

Winnipeg Humane Society – Job Posting #2021-5-8

Date: December 24 2021
Position Title: Animal Care Attendant
Department: Animal Care
Reports to: Director, Intake and Animal Care
Classification: Union
Rate: \$13.01 - \$17.10
Hours: Casual
DAYS/TIMES OF SHIFTS COULD VARY/CHANGE
Start Date: ASAP

Closing Date for Internal Applicants: December 28, 2021

Position Summary:

The Animal Care Attendant is a key member of the WHS team. This individual participates in the day-to-day animal care and operational practices of an Animal Shelter making certain they are compliant with the Society's animal care standard. The position-holder will be responsible for the feeding and cleaning of animals, giving medications, and other animal care related duties, as well as inputting data into the computer and producing reports using the Shelter database.

Duties and Responsibilities

1. Clean, feed and provide all necessary care for all animals within the shelter.
2. Perform continual maintenance duties. Cleans all equipment and work areas to maintain the highest standard of cleanliness and sanitation. Follows health and safety regulations and protocols.
3. Ensure the safety and security of animals within the shelter always.
4. Groom and socialize animals as assigned.
5. Maintain accurate records for animal inventory, health, medications, treatments, procedures, and behaviour history. Enter all pertinent information for each animal into the shelter database (medical, behavioral, location, etc.)
6. Assist with training of new staff and volunteers.
7. Work effectively with staff from other departments to properly identify and document information on each animal that comes into the shelter.
8. Transfer animals throughout building.
9. Attend training sessions with pay as required.
10. Other duties as reasonably assigned

Standards of Performance

1. Keeping the mission of the Winnipeg Humane Society in the forefront when performing job duties; as well as when representing the Winnipeg Humane Society both inside and outside of the shelter environment.
2. Successful and thorough completion of assigned job duties within reasonable time limits.
3. Effective communication with fellow staff on an ongoing basis. Respect for all is maintained always.
4. Exemplary level of care provided to all animals in accordance with the Winnipeg Humane Society's mission, policies, and practices.
5. Reliability and diligence in position.

Accountability

Reports directly to the Director, Intake and Animal Care

Exemplifies Winnipeg Humane Society's Core Values:

- We are and always will be humane
- We sincerely respect each other
- We communicate proactively, and we listen
- We are humble, and we are always willing to accept better and new ideas
- We are committed to transparency and accountability

Participates in creating a thriving Culture of Philanthropy at Winnipeg Humane Society by:

- Being knowledgeable and supportive of WHS programs
- Sharing their passion for service to animals, people, and our community with our guests
- Serving as an inspiration to all guests by providing an exemplary level of animal care and guest service
- Being able to communicate a compelling case for support that demonstrates the impact of philanthropy on Winnipeg Humane Society

Authority

Authority to perform all assigned duties and responsibilities within established policies and procedures.

Abilities, Skills & Knowledge

1. Responsible individual committed to the goals and objectives of the Society and prepared to carry out duties in and thorough, efficient manner.

2. Must be physically capable and able to carry out job duties in an efficient and thorough manner.
3. Good observation and reporting skills.
4. Excellent communication skills, both oral and written
5. Demonstrable interest in all aspects of animal welfare. Ability to work with others as part of a team.
6. Own transportation is an asset
7. Must be flexible and able to work weekdays, weekends, and statutory holidays.
8. Ability to lift and haul heavy bags and boxes up to 50 pounds
9. Ability to take direction

Education, Training & Experience

1. Minimum of Grade 12 or equivalent required,
2. A sound knowledge of animals, their breeds, characteristics, and common diseases
3. Previous kennel or animal care experience will be considered an asset

Forward your resume and cover letter to:

Attn: Anja Richter

careers@winnipeghumanesociety.ca

Please quote the job posting number in your email or cover letter subject line.

NO PHONE CALLS PLEASE

Thank you for your interest in this position however only those considered for an interview will be contacted.