



## Dane County Humane Society

*Helping People Help Animals*

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • [giveshelter.org](http://giveshelter.org)

**Job Title:** Part Time Animal Caretaker

**Reports to:** The Kennel Supervisor and Animal Operations Manager

**Hours:** Approx. 20 hours/week. This is a regular part time position that requires weekend and holiday availability. It is not a seasonal position. A fixed weekend day is required but exact hours/days to be determined.

**Pay Rate:** \$11.00/hour

**Scope of Position:** Responsible for providing high quality care to the animals in the shelter. Duties include but are not limited to: daily cleaning of all animal cages and enclosures; providing daily water and appropriate diets to all animals; Daily behavior and health observations and record keeping; Communication with all appropriate departments regarding behavior and health concerns; Detailed record keeping and data entry; handling and restraining a variety of animals in a safe and humane manner; providing guidance and training to volunteers.

## Duties and Responsibilities:

### Daily Cleaning, Feeding and General Care

**70%**

- In a timely manner, clean and maintain all domestic animal enclosures, providing proper animal husbandry, following established disease control protocols.
- Deep cleaning and set up of all vacated animal enclosures.
- Provide food and water daily to all animals in accordance with established feeding guidelines incorporating various feeding enrichment.
- Carefully observe animal health and behavior and provide proper communication of such with appropriate departments of the shelter.
- Complete daily animal bookwork and data entry in pet record software.
- Assist with laundry and dishes
- Deep clean animal carriers.
- Ensure that all animals have blankets or appropriate bedding and toys at all times.
- Assist with all opening, noon, afternoon, and closing duties.

- Ensure the cleanliness and organization of assigned work area, including daily removal of trash and clutter.
- Maintain outside of buildings in a clean and orderly manner.
- Repair or report any broken or damaged equipment in a timely manner
- Restock all work areas
- Work Cooperatively; provide training and courteous assistance to volunteers and coworkers
- Other duties as required.

### **Internal Communications**

**15%**

- Report/consult with shelter medical staff about animal medical concerns.
- Inform Animal Operations Manager and/or Kennel Supervisor of animals that may not be suitable for adoption, space issues and anything else that would reduce the flow of animals from the admitting rooms to other areas within the shelter.
- Monitor inventory of supplies and notify appropriate personnel when supplies are needed.
- Enter all information into the computer especially when moving animals from cages, kennels or rooms. Keep all paperwork and addendums updated and accurate including treatment records.
- Communicate effectively and completely on all documentation, including date, time, and initials for every note or memo written.
- Communicate with the Canine Behavior Team about the dogs' well-being while in the shelter.
- Communicate with the Adoption Center about any pertinent information to convey to potential adopters.
- Other duties as assigned.

### **Animal Handling and Enrichment**

**15%**

- Handle and restrain a variety of animals in a safe and humane manner as needed.
- Provide bathroom breaks to the dog population as needed.
- Assist with grooming of animals as needed.
- Provide safe movement of animals to different enclosures
- As time allows, promote the mental health of the animals by providing enrichment including exercise, walks, activities, and human companionship.
- Participate in behavior shaping/training of animals to enhance their adoptability
- Other duties as assigned.

### **Additional Job Duties**

- Comply with all DCHS policies, procedures and protocols.
- Field general inquiries from public, always maintaining a calm, courteous manner.
- Other duties as required

### **Qualifications/Requirements:**

- High school or equivalent education, with advanced training or experience with a wide variety of animals preferred.

- Must be 18 years of age.
- Critical evaluation and observation skills.
- Team oriented with good public relations, communications, and people skills.
- Must be able to perform repetitive tasks, multi-task, and work well under pressure.
- Must be able to squat, bend, reach, lift and carry 50 pounds safely, and be active on your feet for 8 or more hours.
- Must be able to work in conditions that involves exposure to animal allergens and cleaning animal excrement.
- Must be able to work in a kennel/shelter setting with exposure to loud sounds and strong smells.
- Must be able to work outdoors with exposure to various weather conditions.
- Must be able to work in conditions that involves exposure to disinfectant solutions while cleaning.
- Must be able to work in conditions that involves exposure to animals of various temperaments.
- Basic knowledge and ability to understand aspects of disease and the causes and treatment of animal-related problems.
- Acquire and possess a thorough understanding of and dedication to the philosophies of animal welfare.

## To Apply:

Please send **DCHS application** to **Dawn Sands, Kennel Supervisor**, at one of the following:

**Email:** [dsands@giveshelter.org](mailto:dsands@giveshelter.org)

**Mail/Drop off:** 5132 Voges Road, Madison WI 53718

**FAX:** 608-838-0368

DCHS Application Link:

[https://www.giveshelter.org/assets/documents/DCHS\\_Employment\\_Application\\_Fillable\\_7-28-17.pdf](https://www.giveshelter.org/assets/documents/DCHS_Employment_Application_Fillable_7-28-17.pdf)

Resumes are welcome as supplement, but must be accompanied by a fully completed application.

## Equal Employment Opportunity Statement:

At Dane County Humane Society, we know our work of helping people help animals directly benefits from having a diverse and inclusive workforce. DCHS is proud to be an equal opportunity employer that strives to represent the community it serves by employing people with a variety of backgrounds, perspectives and skills. Diversity and inclusion are celebrated and embraced at Dane County Humane Society. We will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap or disability, ancestry, sexual orientation, gender identity or expression, marital status, arrest or conviction record, genetic information, veteran status or other class protected by applicable law. DCHS puts people first and we are happy to work with employees and applicants to remove barriers and put any necessary accommodations into practice.