



Dane County Humane Society

Helping People Help Animals

5132 Voges Road • Madison, WI 53718

(608) 838-0413 • giveshelter.org

Job Title: Part Time Animal Caretaker

Reports to: The Kennel Supervisor and Animal Operations Manager

Hours: 20 hrs/week; exact hours/days to be determined, but a fixed weekend day is required. This position requires weekend and holiday availability, and year round availability. Not a seasonal position.

Pay Rate: \$9.00/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 to volunteers, and work release inmate crew members.

Duties and Responsibilities:

Daily Animal Care

75%

- Clean and maintain all domestic animal cages, providing proper animal husbandry, following established disease control protocols in a timely manner.
- Deep cleaning and set up of vacated of animal enclosures.
- Provide food and water daily to all animals in accordance with established feeding protocols.
- Handle and restrain a variety of animals in a safe and humane manner.
- Carefully observe animal health and behavior and provide proper communication of such with appropriate departments of the shelter.
- Detailed record keeping and data entry in pet record software.
- Assist with grooming of animals as needed.
- Provide safe movement of animals to different enclosures.
- Promote the mental health of the animals by providing enrichment including exercise, walks, activities, and human companionship as time allows.
- Participate in behavior shaping/training of animals to enhance their adoptability.
- Ensure that all animals have blankets or appropriate bedding and toys at all times.

- Assist with opening, noon, afternoon, and closing duties.
- Other duties as required.

Internal Communications

15%

- Advise/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.
- Work Cooperatively; provide training and courteous assistance to volunteers and coworkers
- 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.

General Labor and Maintenance

10%

- Ensure the cleanliness and organization of assigned work area, including daily removal of trash and clutter, and restocking of supplies.
- Maintain outside of building in a clean and orderly manner.
- Repair or report any broken or damaged equipment in a timely manner.
- Responsible to assist with laundry, dishes, carrier, and cage cleaning.
- Restock all work areas.
- 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 strongly 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 8-10 hours.

- Basic knowledge and ability to understand aspects of disease and the causes and treatment of animal-related problems.
- 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 and animal allergens.
- Acquire and possess a thorough understanding of and dedication to the philosophies of animal welfare.
- Valid driver's license and a good driving record.

To Apply:

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

Email: dsands@giveshelter.org

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

FAX: 608-838-0368

DCHS Application Link:

http://giveshelter.cdwstaging.com/assets/images/documents/DCHS_Employment_Application_Fillable_7-28-17.pdf

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