

Humane Society of Schuyler County

Job Title: Animal Care Associate I - Canine
Supervisor: Shelter Manager
Pay rate: Commensurate with Experience - \$15.50 - \$17.00/hr
Work Schedule: Part-time 30-34 hours per week. Schedule will vary.

Responsibilities

This position will be primarily responsible for the daily care, health and well-being of the animals, principally dogs, to ensure that quality care and humane treatment of all Humane Society animals is provided in accordance with Humane Society of Schuyler County policies and standards of care.

Primary Duties:

Animal Care:

- Provide appropriate food and water for shelter animals on a daily basis
- Follow established disease control protocols to clean, disinfect and maintain kennels and general canine areas daily.
- Provide appropriate level of daily exercise, socialization and enrichment.
- Purposeful and compassionate handling of animals to reduce stress and disease.
- Monitor animals and report any health or behavior abnormalities to supervisor.
- Assist with animal intake, evaluation, and treatment.
- Create/maintain necessary animal records, record/update information on a timely basis.
- Administer medication as needed including follow-up exams and updating vaccinations.
- Transport to veterinary appointments as needed.

Facility Care:

- Maintain a clean, orderly and welcoming environment in canine areas and public spaces
- Perform laundry operations as needed
- Restock food and supply areas
Report equipment problems and supply needs to supervisor
- Maintain a clean HSSC vehicle
- Maintain a clean, well-organized environment

Client Services:

- Cultivate a positive client, team and coworker relations through professional courteous and educational interactions.
- Assist clients with adoptions and redemptions, ensuring a safe, pleasant experience.
- Complete required intake, adoption and redemption paperwork.
- Practice and encourage the humane treatment of all animals.
- Effectively promote HSSC mission, services, programs and events.
- Assist with off-site adoption events as necessary

Animal Care Associate I – Canine (con't)

Safety:

- Ensure a safe work environment, following safety guidelines
- Ensure safety of all shelter animals, staff and public.
- Use cleaning and disinfecting materials safely and in accordance with directions.
- Report/address any safety concerns that could put a person or animal or the organization at risk

Other responsibilities may include: Participation in HSSC events both on and off-site and attending training programs and conferences to advance knowledge and skill.

Additional responsibilities may be assigned.

This position requires flexibility in schedule and will require availability nights, weekends, and holidays.

A clean, valid New York State driver's license is required.

Occupational Disclaimer: This position works daily in an animal shelter and outdoors. This position will come in direct contact with animals. It is physically demanding work including heavy lifting (up to 40 pounds) and pushing and pulling.

Rev: 1/8/2024