



humane society
of Southern Wisconsin

JOB DESCRIPTION

Job Title: Dog Care Assistant

Revised: 11/9/2022

Reports to: Dog Care Supervisor

Approval Date:

Purpose: The Dog Care Assistant serves as a caregiver to animals at the Humane Society of Southern Wisconsin (HSSW). They are responsible for providing high quality care to all shelter animals at all times. Responsible for ensuring proper cleaning protocols for all kennel areas, especially isolation areas, and the shelter as a whole. Responsible for providing daily enrichment to shelter dogs. Follows daily assignment sheet to complete assigned tasks. Ensure alert and timely notification of any animal or shelter-related issues to supervisory staff. This is a full or part-time position.

Essential Duties and Responsibilities

Daily Animal Care

- Clean and maintain all dog kennels in a timely manner, providing proper animal husbandry while following approved procedures and using appropriate products.
- Feed all dogs their required diet and in the appropriate rations.
- Complete daily health and behavior observations of all dogs.
- Assist with bathing of animals as needed.
- Ensure that all dogs have blankets or appropriate bedding and toys.
- Ensure all dishes, laundry, and animal carriers are sanitized daily.
- Fulfills prescribed enrichment of dogs daily as approved by the Dog Care Supervisor.
- Handle animals in a safe and humane manner.

Communication with the Public

- Comply with all HSSW policies, procedures, and protocols.
- Field general inquiries from public, always maintaining a calm, courteous manner.
- Assist with retaining and training volunteers as appropriate.
- Assist with opening duties and closing duties.
- Observe HSSW dress code.

General Duties

- Ensure the cleanliness and organization of assigned work area including daily removal of trash and clutter and restocking of supplies.
- Maintain inside and 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 cleaning.

- Restock all work areas.
- Handle animals in a safe and humane manner.

Internal Communications

- Advise appropriate shelter staff about animal medical or behavioral concerns.
- Monitor inventory of supplies and notify appropriate personnel when supplies are needed.
- Enter all information into the computer as necessary. Keep all paperwork and addendums updated and accurate including treatment records and behavior notes.
- Answer questions from other staff and volunteers in a calm and courteous manner.
- Communicate effectively and completely on all documentation, including date, time, and initials for every note or memo written.
- Other duties as assigned by your supervisor.

Qualifications

- Critical evaluation and observation skills.
- Must be able to handle a wide variety of animals including dogs, cats, small mammals, birds, reptiles, and feral cats in a safe and humane manner.
- Basic knowledge and ability to understand aspects of disease and the cause and treatment of animal-related problems.
- Good public relations and communication skills.
- Computer literate.
- Valid driver's license and a good driving record preferred.
- Understand and support the values, philosophies, and policies of HSSW.
- Must be able to lift and carry 50lbs safely.
- Acquire and possess a thorough understanding of - and dedication to - the philosophies of animal welfare.

Minimum Required Education and Experience

- High school or equivalent with advanced training and/or experience preferred.

Computer Skills

To perform this job successfully, an individual must have experience in the use of Office tools (Word, Excel & Outlook) and possess the ability to learn new software applicable to shelter management as warranted.

Work Environment

Must be able to work in an environment where animals are consistently present. Must be willing to work irregular hours, weekends and holidays as needed. Ability to attend evening meetings and after-hours events as necessary. Able to deal with public hostility that at times can be stressful. Must be able to tolerate loud working conditions.

Disclaimer

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by management as deemed appropriate.

In accordance with the American with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as, and do not create, employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature

Date