



## **Cochrane & Area Humane Society Job Description Animal Care Specialist - Casual**

### **Hiring Immediately.**

The Cochrane & Area Humane Society is accepting applications for a mature and reliable Animal Care Specialist on a casual basis. This position is responsible for the cleaning, feeding, and exercise of the shelter animals and must have a valid driver's license and basic office skills.

### **Position Description:**

The position covers days off for full time and part time staff in Animal Care, so the applicant must be able to work flexible hours on a variety of days. The applicant would also need the flexibility to potentially cover shifts at very short notice in the event of sickness.

### **The Animal Care Specialist is responsible for and expected to fulfill the following duties in compliance with established policy and procedures:**

- with the assistance of volunteers, complete the daily cleaning procedures to maintain a clean environment that is as healthy and safe as possible
- with the assistance of volunteers, feed, groom, administer necessary medications in a timely manner, walk and obedience train the dogs, and socialize the animals in the shelter on a daily basis
- work positive reinforcement training and exercise a minimum of three dogs per day
- record accurate, detailed and up to date records of each animal's health and behavioral issues while in our care
- complete accident/incident reports as necessary
- transport animals to and from the veterinary clinics on a daily basis and complete regular Society errands as required
- regularly clean the Society vehicle and check the oil, reporting any mechanical or auto body concerns to the Supervisor
- ensure all food and litter containers have adequate amounts in them
- daily check of surgical incisions on the animals
- ensure all animals are receiving adequate nutrition and exercise
- communicate animal related health and behavioral concerns to the Supervisor in a timely manner
- Ensure adequate amounts of animal food are available in storage at all times and notifying the Supervisor when stock is low

### **The Animal Care Specialist is expected to:**

- respond to public enquiries in a professional, courteous, and timely manner
- provide/offer support and guidance to volunteers in a polite and professional manner
- conduct themselves in a professional and courteous manner at all times while working as an employee of the Cochrane & Area Humane Society
- help the Reception and Adoption Specialist to assist the public when requested to do so

- have and maintain a valid driver's license and operate the Society's vehicle in a responsible and legal manner at all times
- complete other related duties as requested by the Executive Director or Supervisor

\*Please note that the successful candidate will need to provide a current driver's abstract.

**Make application to:** Cochrane & Area Humane Society, 62 Griffin Industrial Point, Cochrane, AB, T4C 0A3 to the Attention of: Dawnita Gillman, Animal Care & Administration Supervisor or email to: [admin@cochranehumane.ca](mailto:admin@cochranehumane.ca)