



PO Box 1876 • 517 SE 3rd Street • Pendleton, Oregon 97801 • 541-276-0181

Job Description

Title: Animal Care Assistant

Job Summary: Clean the shelter and provide care to the animals.

Supervisor: Shelter Manager

Duties:

- In carrying out the duties of the position, Animal Care Assistants will adhere to all PHS/PAWS protocols, established processes, and the Standard Operating Procedures (SOP); and will maintain and honor the mission of the Pioneer Humane Society.
- You are responsible for the daily care for the animals at the shelter, including providing fresh bedding/toys, cleaning and filling the water bowls and food trays.
- Observe animals for any health and/or behavior concerns and note such on their record. Alert your supervisor of any health issues right away.
- Treat all animals humanely, both on and off the job. You are a representative of PHS/PAWS even when not at work.
- Responsible for maintaining the sanitation and helping to prevent the spread of disease at the shelter. This includes cleaning dog kennels, cat condos and outside kennels, as well as all interior spaces of the shelter. Clean all kennels and condos: sanitize,
- Laundry: cleaning, folding, and putting away according to protocols.
- Under direction of Shelter Manager give and record shots and medication.
- In absence of Vet Tech make decisions, in conjunction with Shelter Manager, regarding vet care for animals under PAWS care.
- Conduct intake of animals strictly according to SOP within 24 hours of their arrival.
- Record keeping is essential to the operation of the shelter. Ensure all relevant paperwork is completed accurately, completely and in a timely manner.
- Show animals to prospective families for adoption.
- Answer to Shelter Manager for supervision.
- Help to resolve barriers to adoption at the direction of your supervisor, such as socialization, behavior, and health issues.
- Maintain professionalism at all times.
- Attend staff meetings.
- Provide excellent customer service to our customers.
- Support marketing efforts by helping to supply photos and descriptions as requested by supervisor.

- Perform other duties as assigned.
- Must be able to work on your feet for the duration of your shift.
- Able to move heavy objects, such as a 50lb bag of dog food.

Skills:

- Customer service
- Communication skills, oral and written
- Attention to detail
- Record keeping
- Ability to work as a team
- Adherence to company processes and protocols
- Organized and efficient
- Animal care experience is a plus.