**Organization:** Humane Society of Greenwood, SC

**Position Title:** Lead Animal Care Attendant - Assistant

**Department:** Animal Shelter

**Reports To:** Shelter Manager

**Classification:** Part Time

**Summary:**

The Lead Animal Care Attendant Assistant has overall responsibility of shelter animals’ medical and health needs.

**Essential Duties and Functions:**

*Animal Care*

1. Perform daily cursory checks on animals in the shelter area and take necessary actions per the Medical SOP’s
2. Perform health testing for animal evaluations
3. Ensure maintenance of medical information for animals’ records
4. Be aware of special needs of the animals (i.e. special diet, health conditions)
5. Manage the relocation of animals as needed to maintain animal flow
6. Train staff on health protocols
7. Primary euthanasia tech rotating with others certified to euthanize
8. Maintain controlled substance and euthanasia logs per DHEC and DEA regulations

*Facility Care*

1. Maintain equipment in working condition, report equipment or supply needs to supervisor
2. Maintain work and general areas in an organized manner

*Internal Protocols and Processes*

1. Practice and encourage the humane treatment of animals
2. Be the central person for all staff members to report any suspected animal illness and/or concerns
3. Maintain and ensure all employees follow Medical Standard Operating Procedures
4. Oversee medical processing
5. Ensure employees are performing medical processing and treatment as directed
6. Provide internal animal healthcare education and/or assistance

*Additional Duties*

1. Maintain inventory control on all medicines
2. Consult with Shelter and Adoption Center Managers with proposed medical treatments
3. Involved in making decisions for animals disposition (i.e., rescue, adoption, euthanasia)
4. Euthanasia certification required (training to be provided by HSOG)

*Safety*

1. Ensure a safe work environment; follow all safety guidelines, including PPE, and modeling safe work practices.
2. Take immediate action to address any safety concerns that could put a staff member, volunteer, animal, client, or the organization at risk.

**Physical Requirements and Work Environment:**

1. Work is performed in a kennel/shelter setting and outdoors.
2. Frequent bending reaching, kneeling, climbing stairs, walking, and standing on feet up to 8 hours per day while performing job functions.
3. Exposure to disinfectant solutions
4. Exposure to various weather conditions when working outdoors
5. Subject to animal bites, scratches, and bodily fluids when handling animals of questionable temperament.
6. Occasional lifting of up to 50 pounds
7. Consistently exposed to animals and animal allergens under conditions with limited alterations available

**Reporting relationships and Contacts:**

1. Reports to Shelter Manager

**Qualifications (Required):**

1. High school diploma or equivalent
2. Vet Tech certification preferred but will consider previous animal care experience
3. Must have knowledge of basic canine and feline medicines, viruses and parasites, including AVMA recommended vaccination protocols, and ASV Shelter Guidelines.
4. Available to work weekends, holiday shifts, and overtime as needed

*Computer Skills*

1. Should have knowledge of basic Microsoft programs, and have aptitude to learn and use other software, including but not limited to shelter management recordkeeping and database software

*Animal Knowledge*

1. Knowledgeable in animal health and well-being in a shelter setting, including nutritional needs, knowledge of common animal diseases, principles of disease prevention, and competent animal first aid
2. Ability to identify signs of animal stress, illness, and injuries
3. Familiar with animal welfare and adoption issues

*Communications*

1. Able to remain calm and reasonable in emotionally charged circumstances with customers, staff, or volunteers

**Knowledge, Skills, and Abilities:**

1. Commitment to the mission, values, goals, and success of the Humane Society of Greenwood
2. Highly motivated, outgoing, polite, and professional manner
3. Team player, able to work in a fast-paced environment and multi-task
4. Compassion for animals, comfortable working in the shelter environment and willing to accommodate animals in the work place
5. Knowledge of animals breeds and behavior
6. Have basic working knowledge of intake, receiving and adoption outcome procedures
7. Be an independent, multi-tasker with excellent communication skills

**This job description reflects the assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This job description does not establish a contract for employment. The Humane Society of Greenwood is an at-will employer.**