



Animal Caretaker (Evans, CO location)

Job Title:	Animal Caretaker
Department:	Shelter - 02
Job Classification:	Full-Time or Part-Time, Hourly, Non-Exempt Position
Job Relationships:	Reports to Animal Care Supervisor(s) and/or Shelter Supervisor(s) Provides support and training to assigned volunteers

Animal Caretakers are responsible for the daily care and feeding of the shelter animals associated cleaning. The position involves a significant amount of physical labor and direct animal interaction as well as learning safe animal handling, a wide range of operating procedures and more. Animals in our care include dogs, cats, small mammals and more. Work shifts may be either full-time or part-time and work schedules will include at least one weekend day and overtime as required. Shifts vary and cover 7:30am – 7:30pm Monday-Friday and 7:30AM – 5:30PM Saturday-Sunday and are subject to change.

Major Duties and Responsibilities

- Performs daily feeding duties and cleaning of kennels, cages, and public areas while following feeding instructions and disease control protocol to ensure a safe, healthy environment for the animals in our care
- Handles a variety of animals including both domestic and some non-domestic of varying degrees of temperament and medical status. Shelter animals include dogs, cats, small mammals and more
- Maintains a constant awareness of safety and performs duties in a manner that maximizes personal safety and that of others and the animals, follows safety procedures, and reports situations that may lead to accidents or injuries, reports on-the-job injuries immediately
- Becomes vaccination certified and administers animal vaccinations, medications and treatments as directed
- Informs appropriate staff about animal health or behavior concerns
- Become Animal Handling Certified and consistently follows safe animal handling and work procedures
- Adheres to the Standards of Professional Conduct and communicates in a professional manner with staff, clients, management and volunteers
- Maintains solid attendance and punctuality

Other Duties/Responsibilities

- Provides support to other Animal Care staff and volunteers
- Cross trains in and assists other shelter departments as assigned
- Enters information into shelter software as needed
- May provide transportation of shelter animals as needed
- Learns basic duties of other areas as assigned and supports other departments and staff
- Serves on committees and task forces as assigned
- Other duties as assigned

Job Qualifications:

Education/Experience: Minimum of high school diploma or GED equivalent. One year of work experience required. Minimum 6 months previous experience working with animals required. Bilingual English/Spanish reading, writing, speaking and understanding is a plus and includes a wage premium.

Knowledge: Knowledge of animal breed, behavior and handling; Knowledge of animal health and ability to identify illness desired; Knowledge of Microsoft Office applications plus as is knowledge of Chameleon or associated shelter software.

Skills and Abilities: Effective and professional communication and teamwork skills; Able to prioritize duties and perform multiple tasks; Skilled at working in a fast-paced environment; basic computer skills required. Able to work with the animals within the Shelter's care. This includes the ability to work visually and audibly, with animals both alive and deceased, including dogs, cats, small mammals and more. Able to work independently and in a team setting and to remain calm and level-headed in stressful situations. Able to learn, retain, communicate and follow a wide variety of information, standard operating and safety procedures. Able to use sound judgment when dealing with confidential information. Able to work with disinfectants and cleaning supplies and to perform physical work. Able to work a flexible schedule including evenings and weekends as required. Able to work overtime as required. Able to quickly learn and maintain adherence to the Organization's Standards of Professional Conduct. Must have emotional intelligence, work ethics and integrity skills.

Other: Commitment to the mission of the Organization. Overtime will be required for full-time employees. Some holiday work will be required. Must be at least 18 years of age (required for insurance purposes).

Working Conditions:

Work Environment: Work is primarily performed in the animal shelter setting; Potential for exposure to zoonotic diseases and cleaning chemicals; Potential for exposure to dangerous and fractious animals; Potential exposure to high noise levels when in kennel area; Potential for animal bites and scratches while handling animals; Potential exposure to hay and dust; Potential exposure to deceased animals; Potential for exposure to various weather conditions when working outside.

Physical Activities: Handling animals of varying types and temperaments. Frequent lifting and carrying of up to 50 pounds unassisted and more with assistance; Potential for standing and walking 8 to 10 hours a day; Audibly listening, verbally communicating and visually seeing; Driving vehicles as required; Kneeling; Squatting; Bending; Cleaning (scrubbing and mopping); Sitting and using a computer; Physically examining animals; Animal restraint; Walking dogs on a leash; Handling syringes and needles.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates.

We are an Equal Opportunity Employer. Benefits for full-time employees include options for medical and life, dental, vision and supplemental accident insurance; STD/LTD insurance; a matching 403b plan; paid time off (PTO) accrual; 9 paid holidays and more. Benefits for part-time employees include paid time off (PTO); a matching 403b plan and more.