



4000 Industrial Rd - Wickenburg, AZ 85390  
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## JOB DESCRIPTION

**Job Title:** Animal Care Associate  
**Reports to:** Executive Director  
**FLSA Status:** Non-Exempt, Part-time  
**Salary:** \$12.00 per hour  
**Prepared Date:** January 2020  
**Hours:** 10-36 hours per week

**DEFINITION:** Under general supervision, performs a variety of work associated with the health and well-being of shelter animals and cleaning of shelter facilities.

**ESSENTIAL FUNCTIONS:** Essential functions, as defined under the Americans with Disabilities Act, may include, but are not limited to, the following tasks, knowledge, skills and other characteristics. **(This list of tasks is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by positions in this class.)**

### **TASKS:**

Provide food and water to shelter animals according to feeding protocols. Clean, disinfect, and wash cages, kennel areas, exercise/outdoor runs and other animal care related areas of including but not limited, to feces and urine. Bathe, groom, and exercise animals as needed or as directed. Assist potential adopters with tours and adoption processes. Answering telephones. Assist citizens surrendering and adopting animals and provide animal care information. Maintain all areas in a neat, clean, and organized fashion. Perform various custodial duties as required or directed. Be familiar with animals available for adoption. Handle animals humanely, safely, and effectively. Administer medications and treatments as directed. Dependable and TEAM minded. Other duties as assigned.

### **KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:**

- Knowledge of basic animal care.
- Knowledge of basic cleaning and disease and parasite control.
- Knowledge of basic infectious disease and parasitic signs and symptoms.
- Skill in animal handling.
- Skill in working effectively as a team player in a busy environment while maintaining superior customer service.

**MINIMUM QUALIFICATIONS:**

A high school diploma or GED, a valid Arizona Driver's License AND minimum of one (1) year experience in animal care.

**ADDITIONAL REQUIREMENTS:**

May be exposed to extreme weather conditions, potential physical harm, hazardous chemicals, infectious diseases, dangerous machinery, snakes, insects, and vermin.

Must possess and retain a valid Arizona Driver's License.

May be required to lift and/or carry heavy, bulky supplies, materials, and animals weighing up to 50 pounds.

May be required to work a flexible schedule outside the normal work schedule.

Must participate in continuing education by furthering personal knowledge associated to job tasks and sharing with staff quarterly at staff meetings.

Must be able to exercise sound judgement when working without supervision and under emotional stress.

Must be of good moral character and possess an even disposition.

Must be able to deal effectively and politely with people from diverse backgrounds and experiences in a variety of difficult situations.

Must possess a high level of professionalism and strong interpersonal skills.

Must adhere to proper HSW attire and personal hygiene policies.

**NON-PHYSICAL DEMANDS:**

N=Never	R=Rarely	O=Occasionally	=Frequently	C=Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Non-Physical Demands	Frequency Code
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	C
Irregular Work Schedule / Overtime	R
Performing Multiple Tasks Simultaneously	C
Working closely with others as part of a team	C
Tedious or Exacting Work	F
Noisy / Distracting Environment	C

**PHYSICAL DEMANDS:**

N=Never	R=Rarely	O=Occasionally	=Frequently	C=Constantly
Never occurs	Less than 1 hour per week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

This is the description of the way this job is currently performed; it does not address the potential for accommodations.

Physical Demands	Frequency Code	Description
Standing	C	Making up feeding bowls; Observing animals
Sitting	O	Light computer work; Paperwork; Driving
Walking	C	Around shelter
Lifting	O	Dog food; Cat litter; bathing animals
Carrying	O	Dog food; Cat litter
Pushing / Pulling	C	Power Washer; Equipment; Chairs
Reaching	C	For Supplies; Tools; Animals; Washing Dishes
Handling	C	Equipment; Animals; Paperwork
Fine Dexterity	O	Medicating/Handling Animals; Telephone; Computer keyboard
Crouching	O	To leash/harness an Animal; Pet Animals; Cleaning
Crawling	R	To leash/harness an Animal
Bending	F	To Pet Animals; retrieving items from lower shelf
Twisting	F	Getting inside vehicle; To Close Gates
Climbing	R	Step Stools
Balancing	R	Step Stools
Vision	C	Observing Animals; Driving; Reading; Computer Screen
Hearing	C	Animals; Communicating via Telephone/Walkie Talkie
Talking	C	To Animals; Via Telephone/in person to co-workers/public
Foot Controls	O	Driving

**EXPECTED BEHAVIOR:**

The employee is expected to embrace, support and promote HSW’s values, beliefs and culture which include but are not limited to the following:

- High Ethical Standards
- Provide outstanding customer service to internal and external customers
- Lead by example
- Active Participation in HSW Activities
- Be positive. Do not participate in gossip or allow gossip or negative comments
- Maintain confidentiality
- Walk the talk – be an advocate of animal welfare
- Make communication a top priority
- Encourage positive feed back
- Be accountable
- Support a learning culture
- Be on time for all meetings
- Be a champion for the animals at HSW
- Respond to personnel issues immediately
- When wrong, state so
- Let common sense prevail
- Be visionary – anticipate issues
- Support organizational change
- Support HSW mission and values
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, volunteers, and vendors
- Understand HSW policies and procedures and make rational decisions/recommendations in accordance with established policies
- Safety is everyone’s responsibility. Make it a critical part of the day-to-day operations. Work in a safe manner and report unsafe activities and conditions.
- Foster teamwork

**Received, understood and accepted:**

\_\_\_\_\_  
Staff member name (printed)

\_\_\_\_\_  
Staff member signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date