Humane Society of Wickenburg

4000 Industrial Rd - Wickenburg, AZ 85390
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www.WickenburgHumane.com

JOB DESCRIPTION

Job Title:	Animal Care Associate
Reports to:	Animal Care Team Lead
FLSA Status:	Non-Exempt, Full-time/Part-Time
Salary Range:	101 | $18.00 per hour
Prepared Date:	October 2024
Hours:	24-40 hours per week

DEFINITION: Under general supervision, preforms 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 CHARACTERISTIS:

- 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.