



455 F. Edward Hebert Blvd., Belle Chasse, LA 70037

Job Title: PAWS Animal Caregiver

Department: Animal Care

Pay: Part-Time

Work Hours: This position has varying work hours depending on scheduling of other staff, shelter events and programs.

Reports To: Animal Caregiver Team Leader or Executive Director

JOB DESCRIPTION

SUMMARY:

The PAWS Animal Caregiver's primary responsibility is to provide for the humane care and excellent quality of life for all animals in the shelter. Duties include, but not limited to exercising, cleaning, feeding, watering, and monitoring the animal's health and behavior. Assist with adoptions and lost and found pets. Educate the public on responsible pet ownership and promote and support PAWS' programs and mission.

This position is part of a staff team that provides a high number of adoption and foster opportunities as well as complementary services to ensure PAWS animals minimize their length of stay and maximize their opportunity for a successful adoption outcome.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

To perform this job successfully, an individual must be able to implement each essential duty in a satisfactory manner. **All are required.**

1. Always put the health, well-being and safety of each animal at PAWS before all else.
2. Model and promote a compassionate, humane and caring attitude toward all animals.
3. Actively promote PAWS mission, services, programs and events.
4. Work closely with Team Leader and always act in the best interest of the animals to assure they find a permanent home quickly. Actions that support this include training, photographing, videotaping, providing bio information, temper testing and socialization with other animals in the shelter.
5. Humane care of shelter animals including exercising, cleaning, feeding, watering, and monitoring health and behavior.
6. General cleaning and upkeep of interior and exterior shelter spaces including dog yards, cattery, kennel hallways, sinks, and greenery attached to cattery and dog yard fencing.
7. Educate the public on responsible pet care and promote spaying and neutering.
8. Assist veterinary staff with vaccinations, heartworm testing and other animal handling needs, as requested.
9. Report to work in extreme weather conditions such as but not limited to hurricanes and flooding. Position is considered "Essential" in emergencies and/or disaster situations.
10. Treat all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance and promote a humane and caring attitude toward all animals.
11. Maintain a professional and friendly demeanor and provide good customer service.
12. Work courteously and cooperatively with other staff members and volunteers.
13. Actively promote PAWS mission, services, programs and events.
14. As needed, counsel potential adopters (customers) in selecting a pet that fits their lifestyle, discuss the responsibilities of pet ownership, show animals to prospective adopters during shelter hours and at adoption events, give information about specific animals and explain the adoption process to inquiring adopters.
15. Listen to customers and provide effective responses and remedies to their questions and needs.
16. Know which animals are available for adoption and the temperaments and personalities of these pets.
17. Process adoptions including application, contract, payment, and foster to adopt contracts, as needed.
18. Other duties as requested by Team Leader and/or Executive Director.



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As needed, the PAWS Animal Caregiver also performs the following duties:

1. Customer service including: facility tours, answering the shelter phone, instructing customers about proper animal care, and dealing with complaints.
2. Assisting at special events.
3. Fill in for other jobs and perform other tasks/functions as needed, including helping out with clinic tasks or helping out with management tasks in other parts of the shelter or organization, as requested.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability – **all are required**.

1. Mental and physical flexibility is a must.
2. Ability to read, write and understand English.
3. Ability to work on own initiative, respond to situations quickly, and manage individual and herds of animals with minimal supervision.
4. Knowledge of animal protection issues and commitment to the objectives of PAWS.
5. Commitment to a drug, alcohol and smoke-free environment.

EDUCATION/EXPERIENCE/SKILLS:

1. Must be high school graduate (or GED equivalent) and able to read and comprehend standard workplace instructions in the English language.
2. Excellent customer service, communication, and time management skills are essential.
3. Maturity, good judgment and a professional personal appearance are required.
4. Basic animal care knowledge of domestic animals including breeds, behavior, appropriate care and housing, common health problems, disease symptoms and handling techniques.
5. Must be at least 18 years of age.

PHYSICAL DEMANDS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be in good health. Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment, is a disqualification.
- Physical ability to stand, walk, bend and stoop frequently to perform duties is required.
- Ability to perform prolonged strenuous physical activity, including lifting and carrying objects weighing up to 40 pounds alone or up to 100 pounds with the help of fellow employees for short distances.
- Must be able to work with industrial strength cleaners and disinfectants.
- Able to work in the busy, demanding environment of an animal shelter.

WORKING CONDITIONS:

- May be exposed to hostile or abusive members of the public.
- Must be able to deal with an often times, emotionally-charged public and carry a fast paced and changing work load which at times can be stressful.
- By nature of the job, there is occasional exposure with dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and infectious diseases.
- Must be available and willing to work weekends, holidays, overtime, and attend mandatory training and meetings as the Board determines necessary or desirable to meet shelter needs.
- Working conditions include working alone, working outside in varying weather conditions, frequent interruptions, and some evening meetings/classes.