



GUELPH
HUMANE SOCIETY

HOPE.
CARE.
COMPASSION.

EMPLOYMENT OPPORTUNITY – ANIMAL CARE ATTENDANT – PART-TIME

ORGANIZATION: The Guelph Humane Society advocates for all animals, and in particular those animals whose lives it can influence, through care, education, community support, protection, and leadership. Founded in 1893, the Guelph Humane Society provides care and shelter for approximately 3,000 homeless, stray, injured and abused animals each year in Guelph and Wellington County. GHS is a registered charitable, non-profit organization that does not receive government funding. The GHS's hiring philosophy goes beyond just filling positions – it is interested in finding people who are passionate about animal welfare, who want to make a difference in the community, all while working as part of a positive and productive team of people. Visit www.guelphhumane.ca to discover more.

TITLE: Animal Care Attendant

LOCATION: 500 Wellington Street West, Guelph, ON

HOURS OF WORK: Part-time; 20-30 hours/week; will include weekdays, evenings, Saturdays, Sundays, and statutory holidays

JOB SUMMARY: Under the direction of the Animal Care Manager (or designate), the successful candidate will be responsible for a wide range of day-to-day tasks related to the general/medical care, humane handling, sanitation, and monitoring of dogs, cats, and small animals, as well as providing short-term care for injured or orphaned wildlife that are awaiting transport to a licensed wildlife rehabilitator. Candidate will be responsible for greeting clients, providing exceptional customer service, having excellent communication and organizational skills, and demonstrating a positive attitude at all times.

KEY ACCOUNTABILITIES:

- Maintain a high level of communication with all other staff and volunteers
- Organize and keep the animal care areas clean, organized and running efficiently
- Feed, water, exercise and generally interact with dogs, cats and small animals
- Provide short-term care for injured and orphaned native wildlife that are awaiting transport to a licensed wildlife rehabilitation centre
- Administer medication, vaccines, basic medical care and grooming
- Monitor the health, behavior and well-being of multiple animals at one time and effectively communicate the condition of each animal to the Animal Care Manager
- Ensure proper sanitation, general cleaning, including laundry duties and disinfecting of premises and equipment, in accordance with GHS policies and protocols
- Interact with all animals safely, respectfully and in a manner that minimizes stress and uses modern, commonly accepted practices
- Ensure that clients and the public receive professional, prompt and friendly service

P.O. Box 684, 500 Wellington Street West, Guelph ON N1H 6L3 | 519.824.3091 | guelphhumane.ca

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- Proactively interact and communicate with potential adopters and members of the public regarding animals in GHS's care
- Together with other relevant staff, ensure all adoption animals have engaging profiles and communicate that information to the public
- Assist with animal adoption meetings when necessary
- Together with other relevant staff, assist with efforts to reunite lost pets with their owners, including checking incoming animals for identification, matching lost and found reports, posting lost pets, and using other available resources
- Follow GHS policies and protocols for handling dangerous and/or infectious animals
- Maintain a high level of communication with all other staff and volunteers; Provide guidance and support to volunteers
- Transport animals for spay/neuter and other appointments when required
- Treat other staff, volunteers and members of the public with courtesy and respect; promote an atmosphere of compassion, helpfulness, and positive attitude
- Immediately report all incidents of injury, property damage, absence of or failure of a protective device and/or equipment
- Work in compliance with the Occupational Health and Safety Act and its regulations
- Complete other duties as assigned

KEY QUALIFICATIONS:

- Post secondary education and or experience in a related field
- Experience in animal husbandry and care of companion animals
- Knowledge of dog breeds and their traits and canine behaviour
- Knowledge of feline coat colours and patterns and feline behaviour
- General knowledge of animal behavior and body language, including dog/cat breeds and their associated traits
- Ability to safely and properly handle and restrain companion animals and wildlife
- Comfortable in handling and interacting with animals with severe aggression or behavioral challenges
- Must be comfortable administering general medical care, including giving vaccines, microchipping, bandage changes, and suture removal
- Demonstrated ability to maintain careful animal records, observe medical conditions and/or changes in general health and behaviour
- Demonstrated excellence in customer service, with the ability to handle high stress situations
- Self-starter and ability to work independently with minimal supervision
- Knowledge of native species of wildlife and their biology and life stages
- Demonstrated excellence in customer service, with the ability to handle high stress situations
- Physically fit with the ability to stand for long periods of time and comfortably lift and carry fifty (50) pounds

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- Excellent communication skills, both written and oral, with superior organizational skills
- Ability to maintain professional composure and multitask in a high-paced, reactive environment
- Comfortable with wildlife and some general knowledge of local species would be an asset
- General knowledge of animal welfare and humane society activities
- Preference to candidates with a valid driver's license

If you are interested in this opportunity and have the above qualifications, please forward your resume and covering letter to:

Samantha Westphal

Animal Care Manager

Email: careers@guelphhumane.ca

(please include position title in the subject line)

Applications will be reviewed as they are received. We thank all applicants for your interest in the Guelph Humane Society; however only those selected for an interview will be contacted.

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