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## EMPLOYMENT OPPORTUNITY ANIMAL CARE ATTENDANT – FULL-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](http://www.guelphhumane.ca) to discover more.

**TITLE:** Animal Care Attendant

**LOCATION:** 190 Hanlon Creek Blvd., Guelph, ON

**HOURS OF WORK:** Full-time; 40 hours/week; schedule to be determined and may include weekdays, evenings, Saturdays, Sundays, and statutory holidays

**JOB SUMMARY:** Under the direction of the Animal Care Manager, 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. In addition, the incumbent will be responsible for assisting with the lost and found program, 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, as required
- 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
- Research, recommend, and work with Animal Care Manager to implement best practices of care for animals

190 Hanlon Creek Blvd, Guelph ON N1C 0A1

| 519.824.3091

| [guelphhumane.ca](http://guelphhumane.ca)

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- Ensure that clients and the public receive professional, prompt and friendly service
- 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 animals available for adoption have engaging adoption profiles
- Assist with 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
- Treat other staff, volunteers and members of the public with courtesy and respect; promote an atmosphere of compassion, helpfulness, and positive attitude
- Provide guidance and support to volunteers
- Transport animals for spay/neuter and other appointments when required
- Immediately report all incidents of injury, property damage, absence of or failure of a protective device and/or equipment to the Animal Care Manager
- Work in compliance with the Occupational Health & 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
- Knowledge of native species of wildlife and their biology and life stages
- Ability to safely and properly handle and restraint various animals under care
- Comfortable in handling and interacting with animals with severe aggression or behavioral challenges
- Experience with mentoring and leadership, as well as working closely with a team
- 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
- Physically fit with the ability to stand for long periods of time and comfortably lift and carry fifty (50) pounds
- Excellent communication skills, both written and oral, with superior organizational skills
- Ability to maintain professional composure and multitask in a high-paced, reactive environment

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- Comfortable with wildlife and some general knowledge of local species, their biology and life stages  
General knowledge of animal welfare and humane society activities
- Must not have allergies limiting or affecting exposure to animals
- Protective rabies titre (or be willing to acquire for employment)
- 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 with salary expectations to:

Samantha Westphal

Animal Care Manager

Email: [careers@guelphhumane.ca](mailto:careers@guelphhumane.ca)

Subject line: Animal Care Attendant position

***Applications will be reviewed as they are received and the position will be filled when the right candidate is identified.***

*We welcome diversity, value differences, and foster inclusion in our employment practices. We invite applications from all qualified individuals who are philosophically aligned with our mission, vision, and values.*

*GHS welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the recruitment process.*

*We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.*

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