



Animal Care Attendant (Permanent Part Time)

Additional Requirements:

- Must be 18+ years old
- This position is for the Kitchener Location
- 8-hour and 4-hour shifts
- Monday to Sunday
- Range of 12 to 30 hours per week

The Humane Society of Kitchener Waterloo & Stratford Perth is seeking a dedicated and passionate **Animal Care Attendant** to join our team. Under the direction of the Manager, Animal Care or designate, the Animal Care Attendant will assist in the provision of a broad range of animal welfare programs, best practices and protocols that form part of the animal welfare mandate of The Humane Society. The Animal Care Attendant will take-on departmental functions that ensure the health and well-being of the animals that come under the care of The Humane Society.

Responsibilities include best efforts to ensure the health, wellness and welfare of all animals within the Centre at all times, following strict cleaning and disinfection protocols, assisting other Animal Care staff and the Veterinarian as needed, offering exceptional customer service, and other assignments as required.

Principle Accountabilities:

- Cleaning and disinfecting kennels, cages, food dishes, as well as whole areas within the facility
- Providing animals with appropriate food and clean water
- Providing enrichment to animals
- Stray animal intake, setting up kennels, taking photos, scanning for microchips and checking for identification
- Assist the veterinarian/RVT's with restraint, as required
- Building a positive customer experience through adoptions and intakes
- Record keeping within our PetPoint database
- Helping with department inventory
- Fostering relationships with colleagues, volunteers, customers, partners, sponsors, community groups etc.
- Other duties as required.

Position Requirements:

- Strong sense of teamwork and collaboration, with the ability to foster the same amongst others.
- Interpersonal skills to deal with multiple and differing behaviors of fellow staff, customers and other organizational contacts.
- Must treat animals humanely, with compassion and concern both on and off the job.
- Preferred knowledge in Animal Welfare practices relating to animal sheltering, adoptions, and euthanasia.
- A general understanding of animal protection laws and animal welfare issues is important.
- Working experience with the handling of a wide variety of animals
- Ability to manage physical requirements of the position for extended periods of time (40% of workload) including: lifting and restraining of large animals, lifting of large bags of pet food and buckets, etc. as well as scrubbing floors, cages, windows etc.
- Ability to function effectively under challenging circumstances and accept direction.
- Organizational skills in order to meet time demands and multiple duties.
- Ability to prioritize and deliver timely results.
- Computer literacy – Microsoft Windows and Word, customized Humane Society programs and basic knowledge of typical office equipment.
- Hold valid Class "G" Ontario driver's license (preferred)

Working Conditions:

- Travel between The Humane Society's centers may be required.
- The position requires working a variety of shifts, including weekdays, evenings, weekends and statutory holidays.
- Fast-paced environment with regular exposure to animals.
- May be exposed to infectious waste, diseases, and other health risks.
- Occasional evening and weekend work may be required to attend meetings and events.

**The Perks:**

- Hourly Wage of \$17.66 – \$20.85 per hour
- Employee Assistance Program
- Access to staff pet food program (discounted retail prices)
- Access to staff veterinary services program
- An environment always filled with adorable animals

If this role is calling your name, we look forward to hearing from you! Please forward your resume and cover letter to **hr@kwsphumane.ca**

The full job description is available at <https://kwsphumane.ca/careers>.

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices.

We thank all candidates for their applications; however only those selected for an interview will be contacted.