

# Ottawa Humane Society

## Job Description

**Job Title:** Attendant: Animal Care

**Overall Purpose:** Under the direction of the Supervisor: Kennel or Manager: Animal Care), the Attendant: Animal Care is responsible for providing animal husbandry and care and maintaining the facility at the Ottawa Humane Society (OHS)

In accordance with (OHS) objectives, philosophies and policies and procedures, the Attendant: Animal Care is responsible for the following:

### 1. Professional Responsibilities

- Clean facility and animal areas
- Monitor animal health and husbandry
- Maintain animals on a specified diet ensuring daily feeding, watering, exercise, and enrichment
- Monitor the health and welfare of the animals through the maintenance of up-to-date kennel cards
- Support the activities of volunteers, students and work placements while on shift

### 2. Administrative Responsibilities

- Represent the OHS in a professional manner
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies and good animal care practices
- Participate in supervision, evaluation and training sessions
- Maintain OHS facility and equipment
- Produce written reports and records
- Maintain computerized files
- Attend staff meetings and other meetings as required
- Support and supervise volunteers
- Provide training and orientation to new staff and volunteers as required
- Be familiar and ensure compliance with all health and safety policies and procedures
- May be required to train and supervise student, volunteer and work placements

### 3. Program Development

- Participate in appropriate OHS committees
- Contribute to ongoing evaluation of program objectives
- Participate in the identification and achievement of OHS objectives

**Education and Experience:**

- Grade 12 graduation diploma
- 1 to 2 years training, education or experience in animal care is required
- Ability to work in a fast paced and demanding environment and to work collaboratively in a team environment
- Demonstrated ability to relate well to people from a wide variety of backgrounds

**Languages:**

- Good verbal and written skills in English are required

**Essential duties and working conditions:**

- Employment is conditional upon the ability to perform a variety of physically demanding tasks safely, including lifting/transferring large animals
- Employee will be required to work evening, holiday and weekend shifts
- Employee will be required to wear a uniform designated by the employer
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

<b>Job Description:</b>	Attendant: Animal Care		
<b>Issued date:</b>	July 20, 2012	<b>Approved:</b>	<i>BL</i>
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