



Ottawa Humane Society Job Description

Job Title:	Attendant: Animal Care
Reports to:	Supervisor: Kennel

JOB PURPOSE

The Attendant: Animal Care is responsible for providing animal husbandry and cleaning of animal care facilities at the Ottawa Humane Society (OHS)

DUTIES AND RESPONSIBILITIES

- Maintain animal health by ensuring daily feeding, watering, exercise, enrichment, and any special instructions are completed
- Clean and maintain animal care equipment and facilities
- Monitor the health and welfare of the animals and maintain up-to-date records
- Restrain animals for veterinary procedures
- Support the activities of volunteers, students and work placements and provide training and orientation as required
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies, procedures, collective agreement, and good animal care practices
- Produce and maintain accurate reports, records, and files
- Participate in supervision, evaluation, training and other meetings as required
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Represent the OHS in a professional manner
- May be required to assume the responsibilities of Attendant: Kennel Kitchen

QUALIFICATIONS


- Secondary school diploma or equivalent
- Minimum of six months' experience in animal care
- Working proficiency in spoken and written English is required

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee will be required to work evening, holiday and weekend shifts
- Employment is conditional upon the ability to provide services in a safe manner, including, but not limited to, lifts and transfers of large animals and interaction with potentially aggressive animals
- Employment is conditional upon the ability to perform a variety of physically demanding

tasks safely

- Employee may be required to work outdoors in inclement weather
- 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

Approved by:	
Date approved:	July 2022
Last reviewed:	