



# Terrebonne Parish Consolidated Government

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## JOB DESCRIPTION

<b>POSITION TITLE.....:</b>	Animal Shelter Attendant ( <b>Temporary Part-Time</b> )
<b>DEPARTMENT.....:</b>	Utilities
<b>DIVISION.....:</b>	Animal Shelter
<b>CLASSIFICATION/GRADE.....:</b>	Animal Shelter Attendant/102
<b>REVISED.....:</b>	08/2019
<b>REPORTS TO.....:</b>	Attendant Supervisor/Animal Shelter Manger
<b>REVIEWED.....:</b>	
<b>WAGES.....:</b>	Non-Exempt (Hourly)

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### **SUMMARY:**

This position is responsible for transporting animals short and long distances. In addition to transporting, this position will provide care to animals and assist with cleaning cages when needed, work off-site adoption events, photograph animals available for adoption, etc. As with all positions within the Shelter, this position is responsible for maintaining the health, comfort, cleanliness, and well-being of shelter animals. This position works under the supervision of the Attendant Supervisor/Animal Shelter Manager. They must perform any function deemed necessary to contribute to a smooth, efficient, and humane operation of the Terrebonne Parish Animal Shelter. As with all positions within this department, response at any time may be required to assist with workload or in any emergencies that may arise.

### **BASIC FUNCTIONS:**

1. Transports animals within Terrebonne Parish.
2. Educates the public about the Community Cat Program.
3. Transports animals outside of Terrebonne Parish to spay/neuter appointments and/or rescue organizations/shelters.
4. Takes and uploads photographs of adoptable animals.
5. Work off-site adoption events as needed.
6. Completes home inspections and does off-site adoption counseling as needed.
7. Performs all housekeeping, cleaning, sanitizing, and disinfecting procedures in animal holding rooms, transport vehicles and throughout the facility.
8. Receives animals. Performs intake procedures such as vaccinating, microchip scanning, photographing, deworming, etc.
9. Provides daily nutrition to all shelter animals according to their species, age, weight, etc.
10. Bathes, flea dips, and/or grooms animals when necessary to prevent suffering and to enhance adoptability.
11. Monitors animals' temperaments for adoptability.
12. Assesses condition of animals' health and notifies the veterinary staff of sicknesses and/or injuries in shelter animals. Gives medication and vaccinations to animals as needed.
13. Replenishes supplies in appropriate areas throughout the shelter.
14. Runs errands as directed.
15. Properly cleans and sanitizes food bowls, litter pans, crates, etc. as needed.
16. Assists public in viewing shelter animals and answering questions about policies and procedures, pet care, animal control ordinances, etc.
17. Performs other duties as assigned or deemed necessary by Animal Shelter Manager.

**OTHER REQUIREMENTS:**

1. Must be able to learn and practice all applicable safety rules and regulations.
2. Must be courteous and understanding of the public in the sensitive environment of animal control.
3. Must be able to work extra hours during a normal week, weekends, holidays, and disasters.
4. Must possess and maintain a valid Louisiana driver's license.
5. Must be capable of reading and writing sufficiently to understand and carry out basic instructions.
6. Must have effective written and oral communication skills, including the ability to understand applicable scientific concepts and terminology.
7. Must have an affinity for animals and respect for their welfare.
8. Must have basic computer skills.
9. Must possess a good knowledge of the working area and equipment assigned.
10. Must not have a fear of handling animals.
11. Must be dependable, focused, reliable, and able to work both independently and as an effective member of a team.
12. Must be able to perform tasks without direct supervision.
13. Must be able to lift up to 50 lbs and roll loaded carts/cages throughout the facility.
14. Must be able to bend and stretch to inspect and disinfect cages as well as mop floors.

**EDUCATION/EXPERIENCE:**

1. Must possess high school diploma or GED.
2. Experience handling animals preferred.

**EQUIPMENT USED:**

Passenger van, pickup truck, control pole, cat tongs, bitestick, small tools, chemical sprayer, industrial washer/dryer/dishwater, autoclave, scale, computer, printer fax, syringe pole, etc.

**WORKING CONDITIONS:**

Works in an animal shelter environment where there is daily exposure to noise, chemicals, cold/heat, dust, disease, and odorous conditions.