

Elmbrook Humane Society, Inc.

JOB DESCRIPTION

Title: Animal Caregiver – Medical Team

Reports to: Director of Animal Care and Field Services

Exempt Status: Non-exempt

PURPOSE OF THE JOB

To serve as a team member who provides high quality care for the animals under the protection of Elmbrook Humane Society (EBHS). To assist in providing education to the community through adoption counseling and participating in community events. To maintain a commitment to the philosophies and policies of EBHS in the performance of his/her duties and respect the dignity and basic rights of each animal. To support the mission and vision of EBHS.

JOB RESPONSIBILITIES

- Perform, administer, and record medical treatments.
- Perform intake and wellness exams.
- Groom and bathe animals.
- Administer vaccinations.
- Maintain medical records in the shelter database.
- Assist the veterinarian with setting up procedures, weekly medical checks, adhering to standards that keep animals safe, and keeping medical and intake areas clean and organized.
- Pre-medicate and induce surgical patients, intubate animals, and clean and prepare surgical instruments.
- Maintain and follow all departmental procedures, protocols, and safety guidelines.
- Respond to emergency medical situations.
- Prepare lab samples and evaluate in-house lab work.
- Perform daily wellness rounds.
- Assist in the care and treatment of animals in foster for medical conditions/concerns.
- Assist with and perform euthanasia of shelter animals when needed.
- Respond to pre/post-adoption health inquiries.
- Notify behavior team of animal behavioral needs/concerns.
- Notify the Director of Animal Care and Field Services of animal medical needs/concerns.
- Utilize fear free handling techniques.
- Provide quality customer service.
- Represent the organization in a professional and courteous manner.
- Attend and participate in meetings, training programs, and continuing education.
- Take inventory and prepare medical supply order on a weekly basis.
- Support the requirements outlined by DATCP to ensure EBHS is in compliance with the Dog Breeder and Sellers licensing and inspection procedures.
- Follow safe handling procedures as they pertain to animals and cleaning agents. Know the location of Safety Data Sheets (SDS) and fire extinguishers.
- Assist with providing training and supervision to volunteers as requested by the Community Outreach and Volunteer Manager and Director of Animal Care and Field Services.
- Assist with providing training to staff as requested by the Director of Animal Care and Field Services.
- Participate in organizational committee initiatives.
- Participate in rotational pager duty as required to include capture, pick-up, and transport of domestic and wild animals.
- As needed, provide great adoption counseling and education to ensure appropriate matches are being made between EBHS animals and prospective adopters.

- Support an environment that encourages communication and collaboration among all staff and volunteer positions and a culture that is service-orientated, relationship-based, and donor-centered.
- All other duties assigned.

QUALIFICATIONS

- Animal welfare work experience preferred.
- Formal Veterinary Assistant/Technician education, Applied Science degree, or equivalent work experience required.
- Willingness and aptitude to learn about domestic, exotic, and wild animals.
- Commitment to EBHS Core Values:
 - Balance and Compassion. Uniting our heads and our hearts to impact relationships and make mindful decisions.
 - Ingenuity. Being innovative, resourceful, and thoughtful in caring for animals and people.
 - Collaborative. Working together to accomplish more.
 - Integrity. Doing what is right even when no one is watching and setting the best example when they are.
- Respect. Recognizing the differences of and being kind to all animals and people.
- Able to adapt quickly and work in a fast paced environment.
- Professional public image.
- Able to work with minimal supervision and/or with a team.
- Experienced animal handling skills.
- Proven customer service skills.
- Computer literate and ability to operate office equipment.
- Excellent oral, written, and organizational skills with attention to detail.
- Able to work flexible hours, which may include evenings, weekends, and holidays.
- Able to lift and carry animals, equipment, and supplies in excess of 50 pounds.
- Valid Driver's License.
- Passion for issues relating to animal welfare.

WORK ENVIRONMENT

- Physical demands include:
 - Lifting and moving animals, kennels, and other equipment.
 - Administering dangerous and lethal drugs.
 - Frequent movement, including but not limited to; standing, walking, stooping, carrying heavy loads, movement of kennels, restraining active animals, and operation of motor vehicles.
- Working conditions include:
 - Possible exposure to dangerous, diseased, frightened, and injured animals.
 - Possible exposure to zoonotic diseases.
 - Possible exposure to potentially harmful chemicals and drugs.
 - Working with strong cleaning agents on wet surfaces.
 - Indoor and outdoor work in all weather conditions.
- Emotional demands include:
 - Euthanasia.
 - Animal abuse.
 - Animal neglect.