

Job Post

Job Title: CATTERY Animal Caretaker **FULLTIME**

Department: Animal Care

Reports To: Cat Department Manager

FLSA Status: Non-Exempt

Salary: Union Position/Hourly

DHA is currently hiring for a Full-time CATTERY Animal Caretaker. This position will report directly to the Cat Department Manager. To secure this position within the probationary period, Level One (1) & Level Two (2) tests must be completed with a passing grade. Some weekend and/or evening shifts will be expected.

LEVEL 1 & 2 ANIMAL CARETAKER JOB DESCRIPTIONS ARE AS FOLLOWS:

Level 1 Overview:

- Prepares food for and feeds animals regularly.
- Makes sure all animals have water at all times.
- Washes and disinfects all animal food and water bowls every day prior to feeding.
- Cleans and disinfects inside and outside of all dog kennels, walls, floors, and on all cages every day.
- Inspects all cages/kennels several times a day to ensure that any animal waste is picked up immediately.
- Ensures all litter pans are clean and kept clean throughout the day.
- Cleans and disinfects inside of all cattery cages, cattery walls, and ensures that the cattery is kept clean throughout the day.
- Maintains a neat and orderly appearance of all kennel areas.
- Washes and disinfects all cat and dog carriers used for transport every day.
- Delivers animals to medical staff for medical procedures.
- Provides continual monitoring of animals housed in the facility and reports any signs of illness or injury to the Cat Department Manager.
- Assists in cleaning, sweeping, and mopping all areas of the facility.
- Stocks food items and assists in the transfer of donated food to the proper areas.
- Washes blankets, towels, and rags used in the cleaning and housing of the animals and the facility.
- Ensures cage cards are displayed prominently on the cages and that animals removed from cages or kennels are returned to the proper location.
- Assists customers, volunteers, and other staff with any assistance they may need regarding any animal.
- Performs any other duties as assigned by the Director of Animal Care, Cat Department Manager, and/or Medical Director.

Level 2 Overview:

In addition to all Level 1 duties, a Level 2 Animal Caretaker will have direct interaction with potential adopters and must always present him/herself in a professional manner consistent with the guiding principles and values of the Delaware Humane Association. Additionally, the employee must do a "mock" adoption session with a manager. During this "adoption", the Animal Care Attendant must counsel the mock adopter, highlighting the standard elements of the Adoption Experience Overview, in order to pass to this level. All materials will be extensively covered in training, and there will be the option for oral testing/accommodations.

- Greets all members of the public in a welcoming, friendly manner.
- Explains adoption process to potential adopters.
- Asks open ended questions about what type of home a potential adopter has, their experience with pet ownership, and what they are looking for in an animal companion.
- Works with the public in a friendly, non-judgmental way to find a good match for both pet and owner.
- Explains basic animal handling and care for a new pet owner.
- Explains what is included in our adoption process such as vaccinations, supplies needed/provided, spay/neuter and microchip.
- Explains how to successfully integrate a new pet into a home, including introductions to other animals in the home, based on DHA guidelines.
- Communicates with Client Services Representatives regarding suitability of potential adoption candidates, as well as timing of process, etc.
- Has a good knowledge of basic vaccinations and preventative medicine and is able to communicate this information to potential adopters.
- Performs any other duties as assigned by the Director of Animal Care, Cat Department Manager, and/or Medical Director.

Please submit a letter of interest to Cassie Moody, Cat Department Manager, no later than 5:00 pm on Friday, October 5, 2021.