



MAUI HUMANE SOCIETY
Job Description

The Maui Humane Society is committed to protect and save the lives of Maui's animals, accepting all in need, educating the community, and inspiring respect and compassion towards all animals.

Job/Position Title: Animal Care Attendant-Dog **Status:** Nonexempt **Date:** October 2022
Start Pay: \$16.57

Primary Purpose: Provides proper care for all animals housed at the Maui Humane Society. Responsible to the Animal Care Manager-Dog and under the direction of the Director of Animal Care.

Essential Duties/Functions: (See Policies and Procedures Manual for specific details)

1. Clean and disinfect dog habitats, including food, water bowls, pop up kennels, air kennels.
2. Maintains habitat presentation of the dog habitats in a clean and sanitary manner.
3. Provide food, water, daily exercise and enrichment to all dogs under their care.
4. Set up all incoming dogs in proper areas with appropriate treatments and signage.
5. Maintain identification kennel cards on all dogs housed at the shelter.
6. Maintain appropriate kennel signage for individual dogs with behavior issues, Transfer selected, special feeding requirements etc.
7. Bathe all incoming dogs, apply flea/tick preventative.
8. Administer Intranasal vaccine on handable incoming dogs.
9. Check Inventory board for dogs scheduled to have surgery
10. Identify, separate and monitor dogs showing signs of illness or disease and notify the Veterinary Department.
11. Assist Veterinary Department with dog health examinations using Fear Free techniques and restraint.
12. Assist our customers on the Adoption Floor, matchmaking dogs to customers for best suited homes.
13. Assist the public in reclaiming their dog(s).
14. Print appointment schedules for the next day.
15. Assist Dog Animal Care Technician with recommendations for each dog housed at the shelter.
16. Update animal inventory systems to reflect the current population.
17. Assist Veterinary Department with surgery animals when necessary.
18. Assist Veterinary staff with euthanasia as needed.
19. Assist with training and support of volunteers in related work areas.
20. Wash, dry, and fold laundry.
21. Help promote fundraising activities and solicit support of agency overall.
22. Interact with coworkers and volunteers in an efficient and courteous manner to ensure a cooperative team environment amongst all departments.
23. Maintain and promote a positive public image standard relevant to MHS.
24. Attend and participate in departmental and shelter meetings. Attend educational venues as recommended/approved.
25. Address and/or report any safety hazards or unsafe use of MHS equipment.
26. Other duties as assigned by the Animal Care Manager or the Director of Animal Care.

Working Conditions: Primarily outdoors.

Equipment Used: Various cleaning tools, animal care and restraint equipment. Printer/copier machine, laptop

Working Hours: Various shifts within hours of operation seven days a week. Number of hours and regular shift availability will be clarified at hire and may be subject to change. Position requires regular and predictable attendance.

Mental Demands: Requires the ability to multi-task and have a high degree of alertness and attention to detail. Ability to read and write and follow written and oral communications.

Physical Demands: Requires the ability to be physically active during the entire shift. Must be able to lift and carry up to 50lbs. Ability to safely handle and control all kinds of pet animals.

Qualification Requirements:

Minimum Qualifications:

- General knowledge of animal behavior.
- Excellent customer service skills.
- Demonstrable ability to care for animals in a safe and nurturing capacity.

General Qualifications:

- Must have a passion for animals and support the mission of the Maui Humane Society.
- Must treat animals humanely, with love and concern both on and off the job, and transmit these values to others.
- Must adhere to all local laws regarding personally owned animals
- General knowledge of pet behavior and care. Ability to work with all kinds of animals in a safe and responsible manner.
- Positive attitude a must!

Additional Qualifications that would benefit this position:

- Previous experience in animal related field preferably with animal care
- Previous animal welfare experience
- Fear Free Shelter Certification