

Job Description Sanctuary Animal Care Relief Worker - Canine



At Our Companions Animal Rescue, we believe in creating a community whose culture is built on our shared core values of **Respect, Compassion, Cooperation, Innovation, and Trust.**

We believe in **Respect** for the compelling individual needs and characteristics of the people and animals with whom we work. **Compassion** made of kindness and empathy for all living creatures which guides all our behaviors and decisions. **Cooperation** to support all participants in the work of making life better for animals and their people. **Innovation** to find new ways to solve problems that will help the most vulnerable animals and facilitate growth for our organization, so we can impact even more lives in the future. And we believe in **Trust** that all people are innately good and share our deep commitment to always do the right thing for animals and each other.

We require that those on the staff of Our Companions Animal Rescue genuinely share and express these values.

Position Description: The Sanctuary Animal Care Relief Worker position is a key function of Our Companions mission to do the right thing for animals. This position is responsible for the daily animal care of the dogs in the Canine Cottages including the feeding and cleaning regimens, exercise of the dogs, and interactions with sanctuary volunteers and visitors. Relief workers are employed by Our Companions Animal Rescue on an as-needed basis to fill in for absent animal care workers or to assist with special projects.

Reports to: Sanctuary Director

Location: Ashford Sanctuary

Hourly Wage: Part Time, \$13.00/hour

Primary Job Responsibilities:

- Provide compassionate nursing care for the dogs at the Sanctuary
- Execute daily cleaning regimens
- Adhere to specific feeding instructions to comply with behavioral and physical needs
- Exercise/Socialize the animals in accordance with their behavioral plans which include the environmental enrichments that evolve throughout their stay at the Sanctuary
- Utilize Positive Training methods with all dogs including attending training classes and training the dogs off site and in the community
- Administer medications and treatments as needed
- Greet visitors, and assist as directed with adoptions
- Make certain the cottage is kept extremely clean throughout the day adhering to standard operating procedures. This includes your own clothing and appearance

- Work within Our Companions computer systems including the sanctuary software program to collect and record data for accurate reports and required records.
- Stock supplies as needed

Secondary Job Responsibilities

- Greet visitors in a courteous, and professional manner including conducting tours and hosting visitors during public hours
- Oversee volunteers and their handling of the dogs. Provide guidance and training as needed during their volunteer time
- General Office duties as needed
- Other duties as assigned by Supervisor
- Work in conjunction with Executive Officers, Directors, and various departments of Our Companions Animal Rescue
- Drive the OC vehicle, transport animals as needed

Job Qualifications:

- Treat animals with care and respect
- Enjoyment in keeping animals and their living quarters clean
- Ability to handle and restrain animals
- Ability to handle and administer medications to animals
- Ability to work independently as well as be a team player
- High School Diploma required
- Ability to drive a vehicle, and a valid driver's license required
- Possess interpersonal skills as well as oral and written communication skills
- Flexibility to attend staff meetings, training seminars, and take on additional hours including Holidays and weekends as requested

Physical Requirements: Manual dexterity and physical ability sufficient for handling animals, feeds, supplies and equipment. Ability to lift and carry over 50 lbs. Ability to walk or stand for extended periods of time. Ability to frequently work in a bending position. Ability to tolerate animal fur and dander.

Working conditions: Exposure to animal dander, may be exposed to bites, scratches, fur and dander and contagious diseases.

Employee Labor Status: Hourly/ Non Exempt