**Animal Shelter Health Attendant**

**Grade: 6**

**FLSA: Non-Exempt**

**Date: 05/22**

**Job Summary:** Provides routine paramedical treatment to animals in the County Animal Shelter. Cares for, places, or determines dispositions of animals, maintains kennels in a sanitary condition, and performs related duties as required.

**Essential Functions:**

1. Examines and documents, at the time of intake, the condition of incoming animals to

include, physical condition, the need for veterinary treatment, behavioral temperament,

and housing location within shelter;

2. Photographs every animal for animal file and owner identification;

3. Places identification on incoming animals to track them while in the shelter;

4. Performs routine tests to determine the presence of suspected disease at the time of intake

or the screening of animals prior to adoption;

5. Receives animals and separates for observation all animals that show signs of rabies or

other diseases;

6. Checks every incoming animal against lost and found reports submitted to the Animal

Shelter;

7. Thoroughly examines incoming animals for any type of owner identification to include

checking for tattoos, microchips, and tags.

8. Investigates ownership and immediately attempts to contact the owner of the animal by

phone and/or email to allow for animal redemption as quickly as possible;

9. Works with Animal Control Officers to coordinate the posting of properties to contact owners

of animals in the shelter;

10. Inspects and documents the condition of shelter animals on a daily basis documenting

abnormality in diet, temperament, or physical condition;

11. Make decisions for housing location changes or referring to veterinarian for treatment when

daily observations and exams determine necessity;

12. Coordinates with the Animal Shelter Operations Supervisor to provide care to animals by a

Veterinarian when necessary;

13. Provides health care to animals held at the animal shelter and renders emergency care

within the scope of duties as directed by a veterinarian;

14. Ensures adherence to procedures and substances protocols, for the injection and the

subsequent removal of animals for purposes of euthanasia;

15. Maintains State and Federal mandated medical logs and prepares medication for use;

16. Maintains inventory of and conducts or allows inventory inspections of all pharmaceuticals,

equipment, and supplies;

17. Writes intake reports for animals evaluated that could be or are part of animal cruelty

Investigations;

18. Completes forensic style photographs for use in potential animal cruelty investigations;

19. Counsels individuals and provide resource information to owners in order to keep pets in the

home of owners wishing to surrender their animals to the shelter;

20. Works with Animal Shelter Operations Supervisor and the Volunteer Coordinator to

determine animal pathways through the shelter to prevent

unnecessary long-term housing of animals;

21. Oversees trustees from inmate work detail and participates in maintaining sanitary kennels

and shelter facilities;

22. Acts as Animal Shelter Operations Supervisor in their absence.

23. Performs other duties as assigned.

**Required Knowledge. Skills and Abilities:**

1. Knowledge of modern principles, practices and techniques of the clinical care of animals;

2. Knowledge of hazards and safety practices involved in dealing with animals;

3. Knowledge of computer applications, such as animal management software and Microsoft

Office Suite;

4. Ability to determine animal requirements by conducting examinations and interviews;

5. Ability to maintain animal records by documenting animal conditions, treatment, reactions,

and changes.

6. Ability to maintain a safe, secure, healthy, and humane environment.

7. Ability to establish and maintain effective working relationships with those encountered in

the work including County officials and employees, animal owners, and the public;

8. Ability to communicate effectively orally and in writing;

9. Ability to deal effectively with the public;

**Education and Experience:**

1. High school diploma or GED equivalent;

2. Three years of direct professional animal handling experience in a veterinary facility or

animal shelter;

3. Any acceptable combination of education, training and relevant experience that provides the

above knowledges, abilities and skills may be substituted on a full-time year for year basis.

**Additional Requirements:**

1. Must possess a valid Maryland Driver’s Licenses;

2. Must be 18 years of age;

3. Subject to call-back in emergency situations;

4. Ability to safely operate a County owned vehicle;

5. Must be able to obtain Certification in Humane Euthanasia at County Expense within six (6)

months of hire;

6. Obtain a pre-exposure rabies vaccinations upon hire;

**Physical and Environmental Conditions:**

Ability to control, lift and carry animals handled at the facility; requires long periods of standing, frequent walking indoors, repeated bending, crouching, stooping, stretching or reaching; recurring lifting of objects up to 50 pounds and handle dogs weighing up to 150 lbs.; operation of keyboard devices; work may be physically or emotionally demanding.

Also, workers are exposed to hazards of dealing with dangerous, frightened, or diseased animals, and exposure to cleaning and disinfecting agents.

Requires working non-standard schedules including evenings, weekends, and holidays.

Workers must be willing to assist in euthanasia procedures (the humane destruction of animals).

Requires call-back and working during emergency weather events or other emergency situations that close the shelter and require the operation of an emergency pet shelter.

Work is subject to frequent interruptions.

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HR Representative Date

Your signature below indicates that you have received a copy of this position description.

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Employee’s Signature Date