

# Elmbrook Humane Society, Inc.



## Job Description

Title: Animal Caregiver- Medical Team

Reports to: Director of Animal Operations

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

- Provide proper care including housing, husbandry, exercise, and socialization according to EBHS policies and industry standards for EBHS animals.
- Perform, administer, and record medical treatments.
- Perform intake and wellness exams.
- Administer vaccinations
- Maintain thorough medical records in the shelter database.
- Schedule, prepare for, and assist the veterinarian with spay and neuter surgeries.
- Pre-medicate and induce surgical patients, intubate animals, and clean and prepare surgical instruments.
- 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.
- Respond to emergency medical situations.
- Prepare lab samples and evaluate in-house lab work.
- 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.
- Follow enrichment guidelines to ensure that animals receive appropriate daily enrichment.
- Assist with maintaining accurate paper and electronic records.
- Maintain and follow all departmental procedures, protocols, and safety guidelines.
- Notify behavior team of animal behavioral needs/concerns.
- Notify the Animal Operations Director of any animal needs/concerns.
- Utilize force free, fear free, and science-based training methods when handling animals and educate coworkers, volunteers, and the public about these methods.
- Provide quality customer service.
- Assist with the proper disposal of medical waste.
- Unpack, label, and stock medical supplies.
- Participate in field services calls and rotational after-hours pager duty including capture, pick-up, and transport of domestic and wild animals.
- Represent the organization in a professional and courteous manner.
- Attend and participate in meetings, training programs, and continuing education.

- 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 needed by the Volunteer Coordinator.
- 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 as assigned.

## Qualifications

- Formal Veterinary Assistant/Technician education, Applied Science degree, or equivalent work experience required.
- Valid Driver's License.
- 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.
- Professional public image.
- Able to work with limited supervision.
- Computer literate and ability to operate office equipment.
- Excellent oral, written and organizational skills with attention to detail.
- Able to work a set schedule, which will include evenings and weekends.
- Able to lift and carry animals, equipment, and supplies in excess of 50 pounds.
- Passion for issues relating to animal welfare.

## Work Environment

- Physical demands include:
  - lifting and moving animals and cages.
  - frequent movement, including but not limited to standing, walking, stooping, carrying heavy loads, movement of cages, restraining active animals, and operation of motor vehicle.
- Working conditions include:
  - possible exposure to dangerous, diseased, frightened, and injured animals.
  - 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.

*Elmbrook Humane Society is an Equal Opportunity Employer.*