



Job Title: Animal Care Attendant

Organization: Oktibbeha County Humane Society

Description: HIRING IMMEDIATELY!

OCHS is looking for hard-working, enthusiastic, friendly, animal lovers to become part of our team! The Animal Care Attendant position is responsible for the overall care of all the animals within the shelter. We need part-time (10-29 hours/week) staff who are available to work Monday – Sunday, year-round, with some night-time and early morning hours, as needed.

Duties will include, but are not limited to:

- Follow established shelter protocols
- Observe and record animal appearance and activity for general physical condition, obvious signs of illness/injury, disease and abnormal behavior
- Feed each animal as prescribed
- Receive animals to be admitted for shelter, assist with intake as directed, and record location of animals as they change
- Assist doctors, technicians, treatment assistants and other personnel with the administration of medications or with restraint
- Make sure cages and animals are properly numbered and identified
- Thoroughly clean and disinfect all areas of the shelter as directed
- Wash and sterilize water and food bowls
- Wash and dry towels and blankets
- Unpack, label and stock shelter supplies and donations
- Patrol shelter grounds daily, picking up any trash and stool material
- Maintain equipment used to complete job assignments and keeping such equipment and tools in good working condition. Perform minor repairs on such equipment as needed and notifying management as to major repairs needed or new equipment necessary to adequately complete assignments. Keep equipment and tools put away in proper storage areas.
- Interact with adopters, volunteers and other staff
- Assist adopters and volunteers as needed

Working Conditions:

- Work is performed inside and outside
- Exposure to unpleasant odors and loud noises
- Exposure to animal waste
- Exposure to unhealthy, fearful, aggressive animals
- Risk of bites or scratches
- Exposure to allergens that may induce allergic reactions

Minimum Qualifications:Physical Effort

- Ability to restrain animals for procedures performed by technicians or doctors, such as administration of vaccinations and other preventatives, health exams, and grooming
- Lift up to 60+ lbs, handle animals weighing up to 150 lbs
- Walking or standing for long periods

Education and Experience

- High School Diploma or equivalent required
- Valid driver's license
- Reliable transportation
- Excellent customer service skills
- Experience in shelter/veterinary clinic preferred
- Basic computer skills preferred

Instructions for Applying:

Complete [OCHS Application for Employment](#) and submit via e-mail to career@ochsms.org