

Charleston Animal Society (CAS)
JOB DESCRIPTION

<u>Dept./Division:</u>	Animal Services
<u>Title:</u>	Animal Care Assistant
<u>Supervisor/Title</u> :	Senior Director of Animal Support
<u>Direct Reports:</u>	None
<u>Working Relationships</u>	Management Team, Co-workers, Volunteers, Customers and Adopters
<u>Compensation:</u>	Non-exempt; Full-time, commensurate with experience and qualifications.
<u>Job Summary:</u>	Reporting to the Senior Director of Animal Support, this position supports Charleston Animal Society by providing services to ensure the proper care and comfort is given to all animals. Must adhere to the highest ethical standards and provisions of animal care in a safe, competent, professional and humane manner at all times.
<u>Key Responsibilities</u> :	<ul style="list-style-type: none"> ● Clinic Experience Preferred. ● Experienced in basic veterinary medical concepts preferred including but not limited to vaccination protocol and diagnostic testing. ● Must be able to properly holding and restraint during animal exams, vaccinations, and processing intakes. ● Must be able to fully process and perform diagnostic testing. ● Must be able to work under stressful conditions and effectively and efficiently under those conditions. ● <i>Must learn to be proficient at animal restraint.</i> ● Perform shelter exam and evaluation of each animal upon intake. ● Evaluate animals for any illness or injuries needing immediate treatment. ● Animal processing and testing. ● Assist with animal husbandry and medications. ● Assisting in surgery as needed. ● Responsible for cleaning and feeding animals in all areas. ● Assist with laundry as needed. ● Follow procedures and guidelines relating to evaluation of animals with unknown backgrounds. ● Work with animals and co-workers to determine adoptability and safety. ● Hold and provide comfort to animals when being euthanized. ● Ensure sanitation of facility by helping with crematory operations proper materials handling, general cleaning and organization. ● Compassion and understanding of animals. ● Ability to provide excellent customer service. ● Ability to work independently with minimal supervision. ● Ability to complete paperwork and computer data entry with each animal ● Ability to clean continuously. ● Other duties as assigned.
<u>Qualifications:</u>	<ul style="list-style-type: none"> ● High school diploma or equivalent required. ● Valid South Carolina Driver's License and excellent driving record required. ● Prior experience working with animals preferred. ● Compassion and understanding of animals. ● Ability to provide excellent customer service. ● Ability to work independently with minimal supervision. ● Ability to clean continuously.
<u>Additional Information</u>	<ul style="list-style-type: none"> ● Physical requirements include but not limited to, walking, standing and moving of animals and equipment (ability to lift 50 pounds). ● Ability to stand a minimum of 10 hours per day. ● Must pass a pre-employment drug screen and background check.
<u>Schedule:</u>	Primary schedule may include weekdays and/or weekends, including evenings, as

	appropriate.
<u>Working Area:</u>	Charleston Animal Society

Job Description Approved by:
Acceptance:

Position Authorized by:

Employee Review &

Date: _____

Date: _____

Date: _____