

**Organization:** Capital Humane Society (CHS) is an open admission shelter accepting all animals in need of assistance regardless of age, health status or temperament. CHS maintains contractual relationships to serve as the holding and care facility for Lincoln Animal Control and Lancaster County authorities when they capture lost animals or pursue animal seizures due to suspected abuse and neglect. We are working to expand our volunteer and lifesaving programs with a focus on the human-animal bond.

**Title:** Feline Care Attendant

**Hours:** Full-time; 40 hours/week including some holidays and overtime

**Purpose of Position:** To support the health and well-being of all animals under the care of Capital Humane Society (CHS).

**Essential Duties and Responsibilities:**

Perform daily sanitation of cat kennels areas according to CHS' Standard Operating Procedures.

General cleaning including, but not limited to, laundry and dishes.

Provide superior care for cats with a focus on basic necessities such as food, water, and living conditions.

Humane and safe animal handling according to CHS' Standard Operating Procedures.

While caring for animals, must report any behavior or medical observations that could compromise the welfare of the animal or staff.

Carry out proper shelter opening and closing procedures.

Other duties as assigned.

**Required Position Qualifications:**

High school Diploma or GED.

Ability to maintain confidentiality.

Display affection and compassion for animals and concern for their welfare.

Must adhere to highest ethical standards: possess trustworthiness, exercise maturity and sound judgment while maintaining a professional manner and personal appearance.

Be comfortable and skilled working with a culturally diverse staff and community.

Must be considerate, respectful and display a helpful demeanor to all employees, volunteers, customers, and animals.

Must be able to work cordially, safely and efficiently in fast-paced, stressful conditions.

Must possess the ability to cope with loss of animal life from illness, injury, and euthanasia.

Ability to: safely and humanely handle animals; respectfully give and receive feedback; work independently and part of a team; work in close proximity of others; work around all types of animals without allergic reaction; be self-directed and self-motivated; be flexible and resilient in ever changing conditions.

Have strong verbal, written, and interpersonal communication skills.

## **Desired**

Previous experience in an animal welfare agency such as a vet office, animal shelter, etc.

Previous experience using an animal sheltering computer program such as Shelter Buddy or Chameleon.

Associate's degree in a Science related field.

## **Work Conditions:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.

40 hours per week; will routinely exceed 40 hours during a majority of the year. Rotating holiday work schedule required. Evening and weekend hours are required.

The noise level in the office environment is usually quiet, though barking or whining of animals may be escalated at certain times in certain areas of the building.

High exposure to animals whose reactions to the shelter environment cannot be predicted.

Temperatures in the shelter environment are varied, though usually moderate, and dependent on the season.

Potential exposure to zoonotic diseases and hazardous chemicals.

Capital Humane Society provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity, national origin, age, disability, marital status, status as a veteran, or any other protected category, in accordance with applicable federal, state and local laws.

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow any other job related duties assigned by their supervisor. This document does not create an employment contract implied or otherwise, other than an "at-will" relationship.