



## **Job Description**

**Title: Animal Care Attendant**

**Status: Permanent Full-Time Position**

**Reports To: Manager, Animal Welfare**

The Langley Animal Protection Society is a registered not-for-profit charity that services the Township of Langley, City of Langley, and surrounding areas. Our mission is to support healthy human-animal connections through leadership, education, programs, and municipal animal control services. Our vision is to see thriving animals, and caring people throughout our service area.

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### **SUMMARY OF POSITION:**

Under the direction of the Manager of Animal Welfare, the Animal Care Attendant (ACA) is responsible for the day-to-day care of the animals at LAPS. This includes feeding, watering, cleaning, exercising, bathing, medicating, and monitoring the well-being of dogs, cats, and other animals and related documentation. The ACA team is responsible for building maintenance for both animal and people areas. The ACA team is responsible for maintaining all areas of the shelter in a clean, neat, and orderly manner. Bringing enthusiasm and energy to a team environment participating in daily animal care duties to ensure optimal levels of care are administered to the animals based on LAPS vision, mission, and core values.

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### **DUTIES AND RESPONSIBILITIES**

#### **ANIMAL WELFARE:**

- To ensure the LAPS shelter areas are clean and sanitary following the daily/weekly cleaning checklists, monthly duties, and other processes identified by LAPS.
- To ensure kennels, runs and cat enclosures are kept in a manner that is best suited for the animal's health and welfare as per LAPS protocol.
- Provide daily feeding to all animals.
- Ensures all animals are exercised and provided enrichment daily.
- Ensures all cages are clean and odor free throughout the day.
- Provide daily monitoring of animal health and ensure animals receive any needed treatments or medications and complete related documentation.

- Report signs of illness, disease, injury, or unusual activity to appropriate staff.
- Responsible for monitoring animal health, general kennel supplies/medications and notifying the Manager when supplies are low.
- Assisting with animal intakes, vaccines, and other medical treatments as needed using FearFree Techniques and ensure the thorough completion of related documentation.
- Facilitating animals going for surgeries in the mornings and vet appointments throughout the day.
- Complete general bathing and grooming for all animals using FearFree Techniques.
- Provide FearFree daily environmental and social enrichment to all animals to ensure welfare needs are being met.
- Provide daily stress management to ensure welfare needs are not just met but exceeded.
- As needed, assists the adoption team with the process of all animal adoptions, supports meet and greet visits and interviews.
- Assisting with temperament assessments and animal enrichment initiatives.
- Ensure animals have kennel cards, recording information on the whiteboard and daily logs, and completing daily welfare sheets.
- Assist with training and behaviour modification for all adoptable dogs and cats as needed.
- Other administrative and related duties – including reception lunch coverage.

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#### **VOLUNTEER ADMINISTRATION:**

- Support volunteers by providing safety orientations and hands on training
- Delegate tasks and supervise volunteers in their daily duties.
- Work in collaboration with the rest of the Animal Welfare team to recognize volunteers and their contribution to LAPS, informal and formal events.

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#### **OVERALL LAPS VISION AND OPERATIONS:**

- Support and promote the vision and strategic plan of LAPS
- Ensure positive public relations and customer service practices
- Ensure compliance with all protocols, procedures, and policies of LAPS
- Demonstrate the LAPS Team Values of Compassion, Excellence, Integrity, Adaptability, Connection and Accountability in all decisions and interactions.

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#### **WORKING CONDITIONS:**

- Fast paced and dynamic with competing priorities
- Work is performed concurrently in an office and animal shelter environment, with required attendance at offsite venues.
- At times extensive sitting, standing or activity during entire shift if required.
- Exposure to various outdoor conditions.
- Occasional driving on public streets, under a variety of traffic conditions.

- Work performed both in and out of shelter requires lifting, bending, stooping, pushing and other strenuous activities. Must be able to lift a maximum of 50 lbs.
- Interaction with children, adolescents and adults from the public is frequent and requires respectful, empathetic, and professional behavior always.
- Frequent exposure to computer video terminal and computer peripherals.
- Work schedules are flexible depending on the needs of the organization. This position requires work on evening and weekend shifts and for special events or programming.
- Exposure to potentially aggressive, unruly, sick, diseased and parasite infested animals with potential exposure to zoonotic conditions.
- Safe handling exposure to chemical cleaners.
- Environment can be noisy, odorous, and stressful, both physically and emotionally.

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## **REQUIRED QUALIFICATIONS:**

- Strong attention to detail skills and a can-do, proactive attitude.
- Ability to read and write legibly in English to communicate clearly both in person and over the telephone.
- Basic computer literacy required. Experience with general office equipment and software such as Microsoft Windows, Word, and Excel desired.
- Working knowledge of the services offered by a shelter considered an asset.
- Must be compassionate and genuinely enjoy working with animals.
- General animal husbandry, behaviour and/or specific veterinary experience preferred.
- Comfortable working with many breeds of large dogs and cats and willing to acquire animal behavior and handling knowledge and experience.
- Physical strength and agility to lift heavy animals, equipment, and supplies.
- Perform multiple tasks simultaneously in a fast-paced environment.
- Possess a valid Driver's License

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## **EDUCATION AND TRAINING**

- Minimum high school degree or equivalent
- Fear Free Certification is required (will train)
- Veterinary or animal behaviour formal education an asset
- Basic computer literacy, including typing required

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## **HOURS OF WORK:**

- Full-time position available
- Vacation coverage as necessary
- Flexibility for weekends, evenings, and stat holidays.
- 8 – 10 hour shifts (between 7am and 9pm)

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## **WHAT LAPS OFFERS**

- Salary Range: \$18.56 - \$22/hr – Depending on experience
- Paid 30-minute lunch breaks
- Medical, Dental and Extended Health (min. 24 hours/week)
- Vacation and Wellness Days
- RRSP matching after 1-year employment
- Education opportunities
- Animal friendly environment
- Supportive work environment with opportunities for career growth
- The chance to positively impact the lives of both animals and the community.

***To apply for this position, please submit your Cover Letter and Resume to [hr@lapsbc.ca](mailto:hr@lapsbc.ca) by January 14<sup>th</sup>, 2024.***

***Updated: December 28, 2023***