



Humane Animal Partners

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DOG Animal Caretaker (Part-Time, Newark)

Department: Animal Care

Reports to: Dog Department Manager

FLSA Status: Non-Exempt

Salary: Union Position, from \$13.50

Humane Animal Partners (HAP) is currently hiring a part-time DOG Animal Caretaker at our Newark, DE location. This position will report directly to the Dog Department Manager. Weekend and/or evening shifts will be expected.

Dog Animal Caretakers will begin at Level 1. After successful training completion of Level 1, employees can move on to Level 2, receiving a salary increase upon successful completion of training.

Duties and Responsibilities

Level 1 Overview:

- Prepares food for and feeds animals regularly.
- Ensure all animals have water.
- Washes and disinfects all animal food and water bowls every day prior to feeding.
- Cleans and disinfects inside and outside of all dog kennels, walls, floors, and on all cages every day.
- Inspects all cages/kennels several times a day to ensure that any animal waste is picked up immediately.
- Ensures all dog department areas are clean and kept clean throughout the day.
- Maintains a neat and orderly appearance of all kennel areas.
- Washes and disinfects all dog carriers used for transporting every day.
- Delivers animals to medical staff for medical procedures.
- Provides continual monitoring of animals housed in the facility and reports any signs of illness or injury to the Dog Department Manager.
- Assists in cleaning, sweeping, and mopping all areas of the facility.
- Stocks food items and assists in the transfer of donated food to the proper areas.

- Washes blankets, towels, and rags used in the cleaning and housing of the animals and the facility.
- Ensures cage cards are displayed prominently on the cages and that animals removed from cages or kennels are returned to the proper location.
- Assists customers, volunteers, and other staff with any assistance they may need regarding any animal.
- Performs any other duties as assigned by the Director of Operations, Director of Animal Well-Being, Dog Department Manager, and/or Medical Director.

Level 2 Overview (\$0.75 hourly rate increase):

In addition to all Level 1 duties, a Level 2 Animal Caretaker will have direct interaction with potential adopters and must always present him/herself in a professional manner consistent with the guiding principles and values of Humane Animal Partners. Level 2 must be tested into, in accordance with Union policies, after a **90-day probationary period** (or with verifiable, comparable experience). Duties include all Level 1 responsibilities as well as:

- Greet all members of the public in a welcoming, friendly manner.
- Explains adoption process to potential adopters.
- Asks open ended questions about what type of home a potential adopter has, their experience with pet ownership, and what they are looking for in an animal companion.
- Works with the public in a friendly, non-judgmental way to find a good match for both pet and owner.
- Explains basic animal handling and care for a new pet owner.
- Explains what is included in our adoption process such as vaccinations, supplies needed/provided, spay/neuter and microchip.
- Explains how to successfully integrate a new pet into a home, including introductions to other animals in the home, based on HAP guidelines.
- Communicates with Client Services Representatives regarding suitability of potential adoption candidates, as well as timing of process, etc.
- Knowledge of basic vaccinations and preventative medicine and can communicate this information to potential adopters.
- Performs any other duties as assigned by the Director of Operations, Director of Animal Well-Being, Dog Department Manager, and/or Medical Director.

Education and Experience:

- Highschool diploma or equivalent preferred
 - Experience volunteering or working in an animal shelter setting preferred
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Compensation and Hours:

- Part-time, 4-8 hour day shifts (15-29 hours per week)
 - Weekend/holiday shifts may be required
 - Salary: From \$13.50 per hour
 - Benefits:
 - Employee discount
 - Flexible schedule
 - Health insurance
 - Life insurance
 - Paid time off
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Application Question(s):

- Have you ever volunteered or worked at an animal shelter/rescue? If yes, please describe.

To apply, email your resume to Operations Coordinator at:

hr@hapde.org