

Tri-County Humane Society
Job Description

Shelter Worker(s) – 2

Responsible to: Executive Director

Objective: Provide quality care and adoption services. Respond to questions and complaints regarding animal care and behavior.

1. Feeds animals according to shelter supervisor's instructions. Transfers animals to yard for exercise and elimination.
2. Notices the need to bathe and brush specific animals and informs supervisors.
3. Gives animals attention and affection.
4. Watches for symptoms of sickness and reports them to a shelter supervisor. Visually evaluates animals' general health, behavior, and adaptability prior to vaccination, looking for dirty ears, long nails, hernias, fleas, etc.
5. Assists with euthanizing when needed or as directed by Shelter Supervisor.
6. Vaccinates and medicates animals under direction of Veterinarian in charge and Shelter Supervisor; keeps accurate medical records.
7. Keeps shelter, shelter grounds, and equipment clean and orderly.
8. Handles phone questions and requests in a professional manner.
9. Keeps accurate records (i.e., adoption, surrenders, daily log, etc.)
10. Helps customer when needed, including but not limited to: greeting customers, offering assistance, discussion concerning adoption/behavior/training aspects of pet ownership and selection assistance.
11. Totals cash on hand and secures funds at the end of the day.
12. Calls in animals from waiting list as directed by Shelter Supervisor.
13. Contributes to a good shelter atmosphere with other workers, with customers, with volunteers, and with the Board of Directors.
14. Delegates work to volunteers, following through with instruction and supervision in a fair, yet productive manner.
15. Works to create a good public image for the shelter.
16. Follows policies and guidelines of the Tri-County Humane Society.
17. Follows directions of the Shelter Supervisor(s) and takes work assignments from her/him.

18. Maintains an interest in improving job performance.

19. Should be able to lift 50 pounds.

Signature _____ Date _____

Executive Director

Signature _____ Date _____

Tri-County Humane Society
Job Questionnaire

The TRI-COUNTY HUMANE SOCIETY is dedicated to the welfare of animals and to the education of people. Every employee plays an important role in caring for the sheltered animals and in conveying the message of respect for animals to the public. Because of this, we request that you answer the following questions in the space provided.

1. Many of the calls the shelter receives concerns an animal that needs to be surrendered because of behavioral problems. Would you feel comfortable talking about animal behavior? Please explain and/or give examples.
2. Please tell us what you know about the Tri-County Humane Society.
3. In what ways are you qualified to perform the duties outlines in the job description?
4. What are your main reasons for wanting the responsibilities required by this position?
5. How familiar are you with the various breeds of dogs and cats?
6. Do you have the time and interest to further your knowledge of animal behavior, breed identification and characteristics, and health care?
7. Describe your work ethic.

8. Have you ever had a pet die? How would you sympathize with someone who's pet has recently died or is bringing one in for us to euthanize?

9. What do you dislike about caring for animals?

Signature _____ Date _____

APPLICATION FOR EMPLOYMENT

We are an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including race, creed, color, age, sex, religion or national origin.

PERSONAL INFORMATION

Date _____ Social Security Number _____

Name Last First Middle

Present Address Street City State Zip

Permanent Address Street City State Zip

Phone Number(s) _____

Name of any Relatives, other than spouse, already employed by TCHS. _____

EMPLOYMENT DESIRED

Position _____ Date you can start _____ Salary Desired _____

Are you presently employed? yes no May we contact your present employer? yes no

Have you applied with TCHS before? yes no If so, when? _____

Who were you referred by? _____

EDUCATION

| Name and location of school | Last year completed | Did you graduate | Subjects Studied and degree(s) |
|-----------------------------|---------------------|------------------|--------------------------------|
|-----------------------------|---------------------|------------------|--------------------------------|

Grammar School

High School

College

Trade, Business or Correspondence School

Subjects of special study or research work: _____

In recognition of the bond between humans and animals, the Tri-County Humane Society exists to practice and promote humane principles, compassionate care, and prevention of the cruelty to animals. The society serves the community both animals and people.

EMPLOYMENT HISTORY List below your last four employers beginning with your most recent.

| Date | Name/Address of Employer | Salary | Position | Reason for Leaving |
|------|--------------------------|--------|----------|--------------------|
|------|--------------------------|--------|----------|--------------------|

From _____

To _____

From _____

To _____

From _____

To _____

From _____

To _____

REFERENCES Please provide the names of three persons not related to you, whom you have known at least one year.

| Name | Address | Phone | Business | Years Acquainted |
|------|---------|-------|----------|------------------|
|------|---------|-------|----------|------------------|

PHYSICAL RECORD Do you have any physical condition which may limit your ability to perform the job applied for?

In case of emergency notify: _____

Name

Address

Phone

I authorize investigation of all statements contained in this application. I understand that misrepresentation or omission of facts called for is cause for dismissal. Further, I understand and agree that my employment is for no definite period and may, regardless of the date of payment of my wages and salary, be terminated at any time without previous notice.

Signature _____ Date _____

What is your availability (i.e., weekends, weekdays)? _____

How many hours are you looking for per week? _____

Do not write below this line

Interviewed by _____ Date References called _____

Remarks _____

Neatness _____ Character _____

Personality _____ Ability _____