



SWCHS

SOUTH WOOD COUNTY HUMANE SOCIETY

3621 64th St. N, Wisconsin Rapids, WI 54494
715-423-0505 | www.swchs.com

Animal Care Technician

Level: Entry

Job Location: Wisconsin Rapids, WI

Position Type: Part Time

Education Level: High School

Job Shift: Flexible

Job Category: Other

Position Description

The Animal Care Assistant provides daily care for animals housed at the Humane Society and helps maintain a clean, safe, healthy, and humane shelter environment. This position is responsible for feeding, cleaning and sanitizing animal housing areas, providing enrichment and exercise, observing animals for changes in health or behavior, and promptly communicating concerns to supervisory staff.

Position Summary

Job Responsibilities

- Daily care of animals (dogs and cats), including cleaning, feeding, providing, water, etc.
- Demonstrate safe and appropriate animal handling at all times
- Minimize disease transmission by staying current on and adhering to animal care cleaning guidelines
- Maintain high standards of cleanliness of all animal kennels while balancing the efficiency needed to care for a high volume of animals
- Provide socialization and enrichment for animals as time allows
- Assist with intake procedures and follow established procedures for taking an animal into shelter care
- Provide support to the veterinary and animal care leaders by administering treatments and assisting in assessments as needed
- Promote and model positive interpersonal communication and relationship building internally and externally.
- Assist in facility maintenance by overseeing special cleaning projects and keeping informed on current stock of supplies.
- Maintain proper opening and closing procedures for the facility
- Other duties as assigned

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Qualifications & Requirements

- Formal animal care experience a plus
- Strong attention to detail in all aspects of work
- Flexible, positive approach to challenges
- Availability to work evenings, a weekend shift and holidays
- Ability to prioritize tasks in a fast paced environment
- Candidates must be able to work both independently and collaboratively
- Strong oral and written communication skills
- Candidates must be committed to treating animals and humans with kindness and respect

Application Instructions

To apply for this position, please complete the Employment Application on our website at <https://www.swchs.com/>. Only applications submitted through our online application system may be considered. Please know that it is our policy to reply to each and every application received once we have a status update.

Equal Opportunity Employer

The South Wood County Humane Society believes in equal employment opportunity for all employees and applicants for employment. SWCHS's success depends on the effective utilization of qualified people regardless of the age, race, creed, color, disability, marital status, veteran status, sex, national origin, ancestry, sexual preference, genetic information, or any other characteristic protected by law.