

ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

POSITION DESCRIPTION

1. **POSITION TITLE:** ANIMAL ATTENDANT – LEVEL 1
2. **PRIMARY OBJECTIVE**
 - Undertake a range of animal care duties to ensure that high standards of animal welfare are maintained.
 - Dealing with members of the public on animal welfare issues to enhance the image of the Society.
 - Comply with all OH&S guidelines to ensure high standards of personal care are maintained.
3. **KEY ACCOUNTABILITIES**
 1. Clean and maintain kennels, cages, runs, hutches, aviaries, stables etc. and all of the ancillary areas that are required to maintain Shelter operations.
 2. Observe animals for signs of illness, injury or behavioural problems.
 3. Collect faecal / urine etc. samples.
 4. Liaise with the veterinary clinic.
 5. Assist the vet with examinations of animals.
 6. Administer medications.
 7. Prepare food for animals and feed.
 8. Bath and groom animals and ensure they are free from parasites.
 9. Exercise animals
 10. Assist with the provision of environmental enrichment for animals
 11. Relate to members of the public information regarding pet care
 12. Check animals for identification, including scanning for microchips, checking for tattoos, collars and tags etc.
 13. Provide guidance and assistance to volunteers, work experience and Community Service Workers.
 14. Assist with the euthanasia of animals.
 15. Assist with the disposal of rubbish and animal bodies.

16. Maintain and update diaries, feed sheets and other relevant records.

17. Clean amenities to ensure they are hygienic.

18. Undertake a range of manual handling activities.

3. DELEGATIONS

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SELECTION CRITERIA

ESSENTIAL

SKILLS

- Demonstrated affinity with animals.
- Developed communication skills.
- Ability to complete workplace documentation and make routine calculations.
- Developed written and verbal skills

QUALIFICATIONS

- Successful completion of a Certificate I in Animal Care or equivalent.

DESIRABLE

- Animal handling experience.
- C class drivers licence

6. ORGANISATION CHART

