

# ROYAL SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS

## POSITION DESCRIPTION

1. **POSITION TITLE:** ANIMAL ATTENDANT - LEVEL 2
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. Liaise with the veterinary clinic.
  4. Assist the vet with examinations of animals.
  5. Administer medications.
  6. Collect faecal / urine etc. samples.
  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. Work with animals with behavioural problems to modify their behaviour.
  12. Check animals for identification
  13. Insert and scan for microchips.
  14. Provide guidance and assistance to volunteers, work experience and Community Service Workers.

15. Assist with, and sometimes carrying out, the euthanasia of animals.
16. Assist with the disposal of rubbish and animal bodies.
17. Assist members of the public with choosing new pets.
18. Relate to members of the public information regarding pet care.
19. Maintain and update records.
20. Clean amenities to ensure they are hygienic.
21. Assist with the training of new staff.
22. Undertake a range of manual handling activities
23. Drive the animal ambulance to collect injured and surrendered animals.
24. Relieve in the customer service areas and in the positions of General Hand
25. Deal with members of the public in difficult circumstances to ensure potential conflicts are resolved.

#### **4. DELEGATIONS**

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#### **5. SELECTION CRITERIA**

##### **ESSENTIAL**

##### **SKILLS**

- Demonstrated affinity with animals.
- Developed animal handling skills.
- Developed communication skills.
- An understanding of the organisation and the role and functions of the RSPCA.

##### **QUALIFICATIONS**

- Successful completion of a Certificate II in Animal Care or equivalent.
- Lethalising Certificate.
- Microchipping course.
- C class drivers license (except Yagoona Shelter)

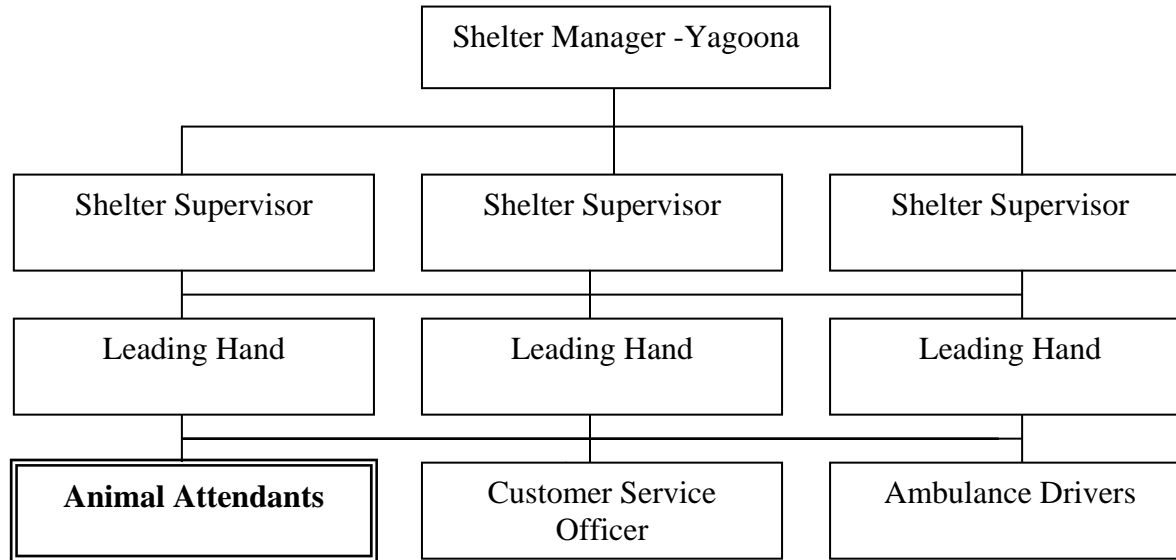
##### **EXPERIENCE**

Animal handling experience  
Experience with dealing with the public

DESIRABLE

A range of experience in animal welfare

**6. ORGANISATION CHART**



**7. SIGNATURES**

**POSITION HOLDER:** \_\_\_\_\_

**MANAGER:** \_\_\_\_\_

**DATE:**                    /     /