



## **WE ARE LOOKING FOR FULL TIME EMPLOYEES**

### ***ANIMAL CARE ATTENDANT***

#### **About Us**

NWT SPCA is the largest SPCA in the NWT located in Yellowknife, the Territory's capital.

The NWT SPCA is a volunteer group striving to protect and enhance the quality of life for all domestic animals in the Northwest Territories. Focusing on the health and wellbeing of the Territories domestic pets, the NWT SPCA runs life saving Community Spay/Neuter and Animal Wellness Clinics for companion animals. Education initiatives and pet food drives, adoptions and dog transfer are just a few programs in place to reduce the number of stray and unwanted animals roaming our communities. These programs are improving the welfare of our Northern pets and the communities they live in.

**The shelter is the heart of the organization.** We are seeking compassionate and hardworking individuals to work at our shelter in Yellowknife. We intake about 800 animals a year from all over the North. It is a demanding job but very rewarding when caring for the animals in need.

#### **Job Description:**

This position will include hands on work with dogs and cats.

#### **Primary Responsibilities:**

- Walking and handling dogs.
- May be responsible for drop-off and pick-up at airport and vet clinic.
- Cat room cleaning.
- Regular exposure to animal feces and urine.
- All employees will be trained in cleaning protocols initially.
- Maintaining the highest level of sanitation in the cleaning of all animal areas (such as kennels and rooms), and the furniture (such as kennels and beds) within those areas, in a timely manner.
- Ensuring all animals at the shelter are provided with clean and fresh food, water and bedding.
- Recognizing, recording and reporting any unusual condition or behavior of any animal in the shelter.



- Assisting other staff members to administer medication.
- Ensuring that interactions with fractious, or potentially fractious animals occur in a manner that is safe and humane for both the animals and people involved in the interaction.
- Maintenance of accurate and timely records (when required) of interactions with the public and/or animals.
- Compliance with the rules of operation, policies and procedures established by the organization.
- Maintaining a high level of professional and respectful communication and co-operation with all other NWT SPCA staff, the public, volunteers, clients and customers.
- Washing and drying of towels, blankets, bowls, pans and any other items that have been used.
- Reporting of human resource concerns to the shelter manager.
- Follow all end of day procedures, ensuring that the building is suitably secured prior to leaving the building empty of all personnel.

**Skills and competencies:**

- Experience controlling and handling cats/dogs and small animals preferred.
- Knowledge of customer service principles which establish a positive customer experience is required.
- Logic and reasoning to evaluate alternative solutions, conclusions or approaches to problems.
- Knowledge of cleaning and disinfecting methods and the use and care of cleaning materials preferred.
- High school diploma preferred.
- Experience in close working teams preferred.
- Knowledge of basic animal behavior preferred.
- Good communication and interpersonal skills are required.
- Physically fit, able to manipulate/move large dogs and other items heavy items is required. Frequent handling of materials up to 20lbs, often lifting and carrying items up to 50lbs.
- The ability to gain skills and confidence when restraining animals for transport, grooming and/or treatment is required.



**Working conditions:**

This role is at the shelter location, but the incumbent will also be exposed to various weather conditions when transporting and walking dogs. The incumbent will be working with animals of unknown health or temperament and may be exposed to animals at the end of life. This is a fast-paced position that can, at times be emotionally AND physically demanding.

Exposure to a range of noises, odors, and fumes despite working in areas with adequate ventilation may occur.

Operational needs may require scheduling on holidays, evenings, and weekends.

Potential candidates are required to **have a driver's license** and be willing to work early hours, split shifts, weekends, must be physically fit, able to follow protocol and instruction **very well**.

This is a labor-intensive job that can be demanding emotionally and physically. It will require appropriate dress and footwear. Experience with animals is a requirement.

**First Aid is required.**

The NWT SPCA Shelter deals with a changing environment daily. It is important for all employees to be flexible, understanding, open minded and positive.

Job Types: Full-time, Permanent

Salary: \$16.00-\$18.00 per hour

***COVID-19 considerations:***

All Covid-19 precautions and safety protocols are in place. Employees and visitors must always wear a mask and common surfaces are cleaned regularly. Hand Sanitizer is available.

Please send a resume to [nwtspcayk@gmail.com](mailto:nwtspcayk@gmail.com)