

JOB VACANCY

Title: Animal Care Assistant (37.5 hours)

Job Ref No: ACA230721

Term: Permanent (6 month probationary period)

Main purpose of the post: Daily care and husbandry of all animals at Gables Dogs & Cats Home.

PERSON SPECIFICATION

Essential experience & skills

- Experience of handling/owning dogs and cats.
- Confidence and ability to handle large and powerful dogs.
- A genuine interest and passion for the welfare of animals.
- A passion for promoting responsible pet ownership.
- Confidence in handling all breeds and temperaments of dogs and cats.
- Good communication skills.
- The ability to be flexible and work as part of a team.
- Ability to cope with hard, physically demanding outdoor work in all weather conditions.
- Ability to maintain a positive & friendly attitude under pressure.
- Ability to work in an emotionally demanding environment, applying pragmatism and empathy to potentially difficult situations.
- Experience of dealing with the general public
- Understanding of and commitment to the vision, mission and values of Gables Dogs & Cats Home.

Desirable experience & skills

- Experience (paid or unpaid) of working with domestic cats and dogs in a kennel and cattery environment.
- Education & qualification Level 2 in animal care/management/welfare.
- Education Level 2 in animal behaviour.
- Experience of administering animal medications and treatments.

Salary: Minimum or national living wage during probation period, which is increased to £9.19 per hour once probation period, is complete.

Please see full job description below

Hours:

37.5 hours a week on the following fixed 3 week rolling shift pattern:

Week 1		Week 2		Week 3	
Monday	8.00am – 4.30pm	Monday	8.00am – 4.30pm	Monday	Day off
Tuesday	8.00am – 4.30pm	Tuesday	Day off	Tuesday	8.00am – 4.30pm
Wednesday	8.00am – 4.30pm	Wednesday	Day off	Wednesday	8.00am – 4.30pm
Thursday	8.00am – 4.30pm	Thursday	8.00am – 4.30pm	Thursday	8.00am – 4.30pm
Friday	Day off	Friday	8.00am – 4.30pm	Friday	8.00am – 4.30pm
Saturday	8.00am – 4.00pm	Saturday	8.00am – 4.00pm	Saturday	Day off
Sunday	8.00am – 4.00pm	Sunday	8.00am – 4.00pm	Sunday	Day off

Additional Important Information:

- We have dogs from our kennels in our offices therefore staff are not able to bring their own dogs to work with them. We also don't have enough kennel space for staff dogs.
- The holiday allocation for this position is 28 days, which includes public and bank holidays.
- As we care for dogs and cats 365 days a year this role involves working on public and bank holidays, if the shift pattern includes them.
- All animal care Assistants work on either Christmas Day or Boxing Day, on a first come first served basis.

Closing date:

1st August 2021

Interviews will take place from 2nd August 2021.

Early applications are encouraged.

How to apply:

To apply please download an application form, complete it and send it to the General Manager by post or email

info@gablesfarm.org.uk

CVs alone will not be accepted.

Please Note:

- If you are selected for interview you will be contacted by email.
- Candidates that are shortlisted after interview will be invited in for a trial day, which will be unpaid. This gives you the opportunity to see how we work, what the position involves and establish that you would like to work for us. It also enables us to assess your suitability for the position further.

JOB DESCRIPTION

Post: Animal Care Assistant

Responsible to: Animal Care Supervisors & Deputy Manager

Objectives of job: Daily care and husbandry of all animals in Gables Dogs & Cats Home.

Duties and responsibilities

Animal Care

- To ensure that your daily routines are carried out following the standard operating procedures for the section you are working in.
- To follow feeding guidelines and medical instructions for all animals and report any problems or concerns to the duty supervisor.
- To ensure that all utensils and equipment used for feeding, cleaning and other purposes are kept clean and stored appropriately.
- To work with other members of staff as part a team and communicate fully to ensure all duties are carried out to the highest standard.
- To assist the supervisors with extra duties as and when requested.
- To bath and groom dogs and cats as and when requested.
- To exercise dogs as per instruction.
- To socialise dogs and cats as per instruction.
- To provide environment enrichment for the dogs and cats.
- To get dogs in and out for dog walkers, according to the dog walking lists.
- To get dogs out for members of the public, supervising first visits and dog introductions. You will also assist members of the public looking at cats.
- Behaviour Unit instructions with regard to dog handling and training are to be adhered to at all times.
- To report any animal behaviour issues and problems directly to the Behaviour Unit / Deputy Manager staff or in their absence an Animal Care Supervisor.
- You will be required to get animals in and out of their kennel or cat pen safely as instructed for visitors and other persons such as our photographer.

- To report to the Supervisors or Deputy Manager any visitors behaving inappropriately around or with our animals or your colleagues.
- To administer animal medications if and when instructed by the management.
- You will be required to handle a dog or cat that is ill and or suffering or suspected to be suffering from a zoonotic disease. Personal Protective Clothing (PPE) is always provided and must be worn as per instruction.
- Animal Care Assistants who are over 25 years of age may be instructed by the management to carry out driving duties using the Home's vehicles. This will include transporting, loading & unloading animals to and from the veterinary surgery and the collection of donated goods. You may be required to transport a dog or cat that is ill and or suffering or suspected to be suffering from a zoonotic disease.
- To attend meetings, courses, and seminars as requested by the Management.
- To assist on the veterinary round as and when requested.
- To move animals to and from Reception as and when requested.
- To refer all animal rehoming enquiries to the rehoming staff.
- To support and develop new Animal Care Staff, Animal Care Volunteers and Animal Care Work Experience students in liaison with the Animal Care Supervisors.
- To be responsible for volunteers helping them on their section
- To help catch loose dogs or cats on site.

Duties and responsibilities

General

- To be polite and helpful to the public at all times.
- To be conversant with and implement Gables Health and Safety procedures at all times.
- You are responsible for maintaining client confidentiality and must abide by the data protection act. The Home's policies or procedures are not to be discussed with or within earshot of the general public or volunteers.

This job description is a non-exhaustive list of duties relevant to the role. You should also expect to undertake other duties within your competence and training as required by the Management.