



Animal Care Assistant **Job Announcement**

Attention experienced animal lovers! The NOAH Animal Center is hiring a part-time Animal Care Assistant. Join our fun, fast-paced, and professional environment where you can help save the lives of homeless dogs and cats through our high quality, low-income spay and neuter programs, family friendly pet adoptions, humane education, and volunteer programs. It's a great opportunity for someone who enjoys being a compassionate and supportive leader to volunteers, loves animals, and wants to help NOAH achieve our mission of finding homes for animals and reduce the overpopulation of animals through low-cost spay/neuter.

Job Summary

The Animal Care Assistant is responsible for providing superior quality of care to all animals at The NOAH Center. They are responsible for overseeing the volunteer kennel techs to ensure that all animals have clean and sanitary housing, food, water, clean bedding, regular exercise, and customized enrichment activities. They are also responsible for overseeing the general cleanliness of the facility, restocking supplies and ensuring that the animals are in good health physically and mentally. The Animal Care Assistant will ensure that all medical treatments for NOAH animals are completed as directed by a licensed veterinary staff member or volunteer and that accurate medical records are well maintained. This includes check-in, exams, post-op care, administration of medications and vaccines as permitted by law.

The Animal Care Assistant must support The NOAH Center's mission, philosophies, and practices. Superior customer service, consistent humane handling of animals, and resource management are priorities for every N.O.A.H. staff member and volunteer. Performs duties in a safe and professional manner that is in accordance with NOAH's Code of Conduct.

Qualifications

- Must be 18 years of age
- High School Diploma or GED Equivalent
- Must meet all the requirements in The NOAH Center's WSP WATCH Background Check Policy
- Prior experience in an animal welfare environment and/or animal clinical experience
- Will obtain a Medical Clerks License within 6 months of starting the job
- Euthanasia certification preferred
- Associates degree in biological science is desired
- Certified Veterinary Assistant course completion is desired
- Computer literate in Windows environment
- Excellent interpersonal skills and ability to work in a team environment
- Shows initiative and is a conscientious worker
- Ability to handle multiple tasks at once in a fast-paced environment
- Ability to utilize effective problem solving/decision-making skills
- Ability to communicate effectively with volunteers, staff, and customers in a professional manner
- Ability to walk, stand, bend, stoop, carry, and safely lift up to 50 lbs. with reasonable accommodations
- Able to properly handle, exercise and control large, and/or difficult dogs and cats

Salary & Benefits

Salary:	\$13.50 - \$16.50 per hour DOE
Classification:	Non-Exempt, Regular, Part-Time
Schedule:	Varies, will include weekend, holiday and evening work
Benefits:	Paid sick leave, paid time off & retirement options (Eligibility requirements must be met)
Reports to:	Operations Director
Reporting Staff:	Volunteers

Instructions for Applying

MUST BE AVAILABLE TO WORK WEEKENDS

Please submit a cover letter and resume to:

Lani Kurtz, Operations Director

Email: lanik@thenoahcenter.org

Thank you for your interest in working for The NOAH Center!