



Position Vacancies: Animal Care Attendant – Part-time

Position Summary:

The Animal Care Attendant is responsible for ensuring the highest standards of care, health, and wellbeing for all animals housed within the shelter, including but not limited to dogs, cats, and critters (guinea pigs, rabbits, hamsters, rats etc.). This role supports daily shelter operations and animal care while working collaboratively with the Animal Health and Adoptions & Surrenders teams, volunteers, and other team members. The ideal candidate is compassionate, reliable, and committed to maintaining a safe, clean, and supportive environment for both animals and people.

Key Responsibilities

Animal Care & Shelter Operations

- Maintain effective animal care protocols and procedures for all shelter animals. Essential functions include:
 - Perform daily cleaning, sanitizing, and disinfecting of animal housing areas, equipment, and shelter facilities.
 - Provide appropriate nutrition and feeding according to individualized animal care plans.
 - Monitor animal health, behaviour, enrichment needs, and overall wellbeing; promptly report concerns to Animal Health Team or supervisors.
 - Ensure accurate record keeping and documentation to provide continuity of animal information for all team members, in accordance with shelter policies.
 - Follow established infection control and biosecurity procedures to reduce disease transmission, including following proper personal protection equipment (PPE) protocols.
 - Complete laundry, dishwashing, and other routine shelter cleaning tasks.
 - Assist with Animal Health and Adoptions processes, including inquiries, animal handling, and basic support tasks.

Collaboration & Communication

- Work closely with the Animal Health Team to support animal health treatments, care, and monitoring.
- Contribute positively to a team-oriented environment by demonstrating kindness, compassion, respect, and professionalism when interacting with the public, adopters, volunteers, and colleagues.

Health & Safety

- Adhere to all organizational safety policies, procedures, and best practices including the Occupational Health and Safety Act.
- Focused effort on maintaining safety including ensuring safe handling of animals, equipment, and cleaning agents.

Qualifications

Required

- Previous animal handling experience.
- A genuine compassion and connection with animals.
- Ability to lift up to 50 pounds and perform physical tasks such as bending, crouching, walking, kneeling, walking dogs on leash and standing for extended periods.
- Self-motivated with the ability to maintain consistent performance in a physically and mentally demanding setting.
- Ability to remain calm and composed in a high-stress and emotionally charged work environment.
- Must be able to observe and interact with animals, using visual and auditory cues. A safety-focused mindset is crucial, along with a proven track record of personal safety.
- Strong critical thinking and problem-solving skills.
- Ability to work independently and collaboratively within a team, while accepting direction effectively.
- Strong verbal and written communication skills.
- Ability to read, write, and speak English fluently.
- No allergies that would restrict or limit exposure to animals.

Preferred

- Certificate as an Animal Care Attendant, Veterinary Assistant or equivalent knowledge of kennel/shelter practices.
- Experience working with dogs in a veterinary clinic, shelter, daycare, or kennel setting.

Working Conditions

- The majority of work takes place in an animal shelter environment with a variety of sights, sounds, and smells associated with animal care.
- Employees may be exposed to zoonotic diseases, cleaning chemicals, and other substances used in shelter operations.
- The role involves working with animals who may be fearful, stressed, or unpredictable.
- The work environment may include high noise levels, wet or slippery surfaces, and strong or unpleasant odours.
- Some duties require working outdoors in a range of weather conditions, particularly when handling or exercising dogs.
- There is a potential risk of animal bites, scratches, and other injuries related to animal handling and shelter activities.
- Must be able to work weekends and a variety of shifts between 8:00 a.m. and 6:15 p.m.

The responsibilities outlined above are intended to describe the general scope of the role and may evolve over time based on organizational needs.

Compensation

- \$21.05/hour
- Part-time employees are paid 4% vacation on bi-weekly pay for hours worked

At HSLM, caring for animals is not just a job, it's a passion. We share a love for animals and care about the communities we serve.

HSLM employs a highly dedicated, professional, diverse, and innovative team of people whose collaborative efforts help thousands of animals each year.

At HSLM, our team members are challenged to uphold the highest standards and as a team, we strive to meet or exceed all expectations.

To apply, please email your resume and cover letter to administration@hslm.ca. Please note that applications will be considered as they are received.

We thank all applicants for their interest. Only those candidates selected for an interview will be contacted.

No drop-ins or phone calls please.