

Peninsula Humane Society & SPCA

Seasonal Kitten Nursery Program Assistant

Job Title: Seasonal Kitten Nursery Program Assistant (5 months)
Division: Veterinary Services
Reports To: Lantos Center Veterinary Services Coordinator
FLSA Status: Non-Exempt/Full Time/Temporary
Salary: \$22.00/hour

Summary: Provide daily support and hands-on for the Kitten Nursery volunteers and kittens residing in the Kitten Nursery. Working in the Kitten Nursery in a hands-on capacity. Ensures kittens are fed and cleaned throughout the daily shifts. Assisting with kittens going to Foster Care from the nursery, stocking necessary supplies, and training new Kitten Nursery Volunteers.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Participates in the training of new volunteers, including proper cleaning and feeding procedures, animal handling, laundry, tour of the Lantos Center, and what to do in case of an animal emergency. Ensures all volunteers are appropriately and adequately trained with the guidance and support of The Kitten Nursery Coordinator/ Lantos Center Veterinary Services Coordinator
- Determines which kittens fit the criteria for admittance to the Nursery and which do not with the guidance and support from Kitten Nursery Coordinator/ Lantos Center Veterinary Services Coordinator.
- Performs daily treatments for the kittens in the nursery as needed. If needed, begin kittens on treatments using a treatment protocol established by staff Veterinarians.
- Administers daily medical treatment to all sheltered animals as prescribed by staff veterinarians.
- Ensures that all screening, health checks, medical treatments, and other duties are completed. Accurately and in a timely manner. This includes administering vaccinations, dewormer, and flea prevention as needed—tests for Felv and FIV as appropriate
- Ensures the Nursery is adequately stocked at all times, including medications.
- Gathers supplies for animals either in foster or going to foster from the Kitten Nursery.

Supervisory Responsibilities:

This job has no supervisor responsibilities.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Upon hire, must pass a background check.

Education and/or Experience:

High school diploma or general education degree (GED); or one-year related experience and/or training; or equivalent combination of education and experience. Previous relevant experience handling animals is required. Animal handling experience in a veterinary setting is highly preferred.

Language Skills:

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to foster parents, volunteers, and other employees of the organization. Good oral and written communication skills.

Mathematical Skills:

Ability to add and subtract, multiply and divide. Ability to perform these operations using units, weight measurement, and volume.

Reasoning Ability:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of Chameleon database software (or become proficient within first few weeks of hire). Basic knowledge, or become proficient with Microsoft Office Suite (Word, Excel, Outlook), computer keyboarding skills, and data entry.

Certificates, Licenses, Registrations:

Must have a valid California Driver's License with a satisfactory record to be insured by our insurance company.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and/or drive. The employee must frequently lift and/or move up to 50-75 pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is routinely exposed to toxic or caustic chemicals; possible routine exposure to zoonotic diseases, aggressive and feral animals; routinely exposed to mechanical moving parts; outside weather conditions and risk of radiation. The noise level in the work environment is usually loud.

We are an Equal Opportunity Employer and welcome a diverse pool of applicants.
EOE/M/F/D/V/SO