

ANIMAL SHELTER ATTENDANT

Public Works | Animal Shelter



JOB RESPONSIBILITIES

Part-Time. Terrebonne Parish Consolidated Government's PT Animal Shelter Attendant is responsible for maintaining the health, comfort, cleanliness, and well-being of shelter animals by perform housekeeping, cleaning, sanitizing, and disinfecting procedures throughout the facility and transport vehicles.

JOB OVERVIEW

PAY TYPE

Non-Exempt (Hourly)

SCHEDULE

Monday to Friday

Rotating weekends

May be required to work extra hours, including holidays, weekends, afterhours, etc.

SHIFT

7 a.m. to 5 p.m. *Shift varies*

LOCATION

Animal Shelter Facility

REPORTS TO

Shelter Supervisor

PHYSICAL DEMANDS

Lift up to 50 lbs. (heavy)

Roll carts and cages

Bend, kneel, stretch, and safely handle animals.

WORK ENVIRONMENT

Frequent interactions with members of the public.

Indoors and outdoors in varying climates and conditions, including exposure to noise, chemicals, disease, and odors.

EQUIPMENT USED

Pickup truck, control pole, cat tongs, bite stick, gloves (PPE), small tools, chemical sprayer, industrial washer/dryer, autoclave, scale, syringe pole.

EMERGENCY EVENTS

Required to work during emergency events.

REQUIREMENTS

Valid Louisiana driver's license
Knowledge of Canine Behavior Assessments

In this role, the incumbent will be expected to clean and sanitize animal housing areas, feed and water animals, assist medical treatments, and support behavior assessments.

PT Animal Shelter Attendants also assist with animal intake, routine medical procedures, and surgeries, while maintaining accurate records. In addition, the role includes providing enrichment, socialization, and exercise for animals, assisting with animal transport, and supporting adoption efforts.

This position requires a compassionate individual who can work with a variety of animals in a fast-paced, emotionally demanding environment.

JOB DUTIES

- Ensure the health, safety, and well-being of shelter animals through daily care, including feeding, watering, and administering medications and treatments as directed.
- Perform routine cleaning and maintenance tasks, including sanitizing animal housing areas, cleaning laundry, cages, and equipment, and maintaining shelter grounds.
- Assist with animal intake procedures, including vaccinations, microchipping, photographing, and performing basic health assessments.
- Provide enrichment, socialization, and exercise to reduce stress, anxiety, and fear in animals.
- Monitor the behavior and health of animals, escalating concerns to veterinary staff as needed.
- Safely move animals throughout the facility, ensuring proper transfer to and from vehicles, traps, cages, and other enclosures.
- Maintain accurate animal inventory records and assist with shelter stock management, including receiving and restocking supplies.
- Support public adoption efforts by providing counseling and assisting in matching animals with appropriate adopters.
- Assist with reunification efforts by helping citizens search for lost pets and cross-checking lost/found reports.
- Utilize animal shelter software to complete documentation and shelter processes.
- Assist in surgery preparation, including sterilizing instruments, prepping animals, and providing post-operative care for recovering animals.
- Safely handle and dispose of biomedical waste following health and safety protocols.
- Participate in disaster preparedness and emergency response efforts, including hurricane and shelter crisis situations.

JOB DUTIES CONTINUED

- Engage in community outreach activities, such as off-site vaccine/microchip and spay/neuter clinics.
- Assist with physical examinations, diagnostic procedures, and tests (e.g., fecal analysis, heartworm/FelV tests).
- Support continuing education and job-specific training to stay current on animal care practices and shelter policies.
- Collaborate in staff meetings and participate in regular animal inventory rounds to ensure optimal care and pathway planning for animals.
- Participate in quarterly One-on-One meetings with Supervisor.
- Complete all required annual trainings—including ethics, harassment prevention, diversity, and cybersecurity—in accordance with organizational and regulatory standards.
- Ensure all duties and responsibilities are performed with integrity, professionalism, and in good faith, consistently upholding and protecting the interests, reputation, and assets of the Parish government.
- Perform any additional task as required by Supervisor.

SKILLS AND QUALIFICATIONS

- **Leadership Skills:** Ability to guide and support fellow team members, maintain a positive work environment, and ensure proper animal care practices are followed consistently.
- **Time Management:** Efficiently prioritize and manage multiple tasks, ensuring timely completion of daily responsibilities while balancing urgent needs in a fast-paced environment.
- **Analytical Skills:** Ability to assess animal behavior, health conditions, and medical treatments, and make informed decisions to improve their well-being or escalate concerns to appropriate staff.
- **Communication Skills:** Strong verbal and written communication to clearly interact with team members, veterinarians, the public, and potential adopters while documenting accurate records.
- **Organizational Skills:** Ability to maintain systematic records, track inventory, manage animal care schedules, and ensure shelter processes run smoothly and efficiently.
- **Technical Skills:** Proficiency in using animal sheltering software, handling medical equipment, and performing basic diagnostic tests and procedures under supervision.
- **Qualifications:**
 - High School Diploma or GED certificate required.
 - Experience handling animals with no fear.

