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| **Animal Care Assistant Job Description** |

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| **Job Title:** | Animal Care Assistant |
| **Reporting to:** | Animal Centre Manager, Deputy Manager & Supervisor |
| **Location:** | RSPCA Animal Centre. Wade Street, Halifax |

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| **Job Purpose**: |
| Responsible to the Animal Centre Manager, Deputy Manager & Supervisor  Provide care for animals in the centre, establish good customer relations and maintain administration procedures in use.  Ensure work carried out is in accordance with RSPCA rules for branches. |
| **About the Department and role:** |
| The RSPCA Halifax, Huddersfield, Bradford & District Branch is an independent branch of the RSPCA. Our Animal Centre cares for, rehabilitates and rehomes hundreds of cats, dogs and small animals each year. The RSPCA Halifax, Huddersfield, Bradford & District never put a healthy animal to sleep.  The RSPCA Halifax, Huddersfield, Bradford & District Branch rehabilitates and rehomes approximately 800 animals each year.  The animal centres aims to deliver high standards of animal welfare and successfully rehome as many animals as possible.   * **Animal care and welfare** – Ensure the highest standards of animal care and welfare within the Animal Centre, * **People** – Working as a team and liaising with other Animal Care Assistants. * **Training and Development** – Complete RSPCA Standard procedures. Attend and participate in any training events deemed suitable for your role. * **Volunteers –**Work alongside volunteers and students so they feel supported, respected and valued. * **Health and Safety** – Be responsible for your own health and safety |
| **Specific responsibilities** |
| **People**  Attend to the needs of client/customer/general public  The post holder is part of the frontline staff, maintaining good customer relations and projecting a professional image for the society. |
| **Welfare of Animals at the Animal Centre**  Carry out animal health checks, which includes inspection of eyes, ears, nose and throat looking for any signs of infection.  Assist with the inspection and or treatment of animals by a veterinary surgeon or other authorised person  Ensure animal welfare standards are maintained in accordance with the standards set by the RSPCA licencing.  Attend weekly staff meetings to keep fully informed about any new procedures etc.  Attend in house training provided by the management team  Prepare food and water for all animals in the establishment  Be responsible for the tidiness and organisation in the area you work  Clean, disinfect and maintain to a high standard of cleanliness set by management, animal accommodation, isolation and exercise areas; storage, laundry, treatment and destruction facilities also staff facilities including kitchens and toilets.  Assist in the prevention of outbreaks of disease in the animal centre by ensuring all procedures are followed correctly  Attend to the needs of individual animals including :-  Responsible for ensuring that all case animals are weighed weekly.  Exercise  Training  Coat care/grooming  Monitor weight gains and losses and liaise with supervisor  Work alongside our behaviourist and trainer observing behaviour  Report any abnormalities to supervisor or management team  Administration of first aid, treatments and medications as directed  Be responsible for the tidiness, organisation and rotation of stock in food storage areas. |
| **Health and Safety**  To ensure the Manager is made aware of any health and safety incidents/concerns  Report any faulty equipment, lighting, heating, ventilation etc to the supervisor/management team  Ensure areas are safe and secure before work commences and when work finishes.  Follow procedures as laid down in the Health and Safety manual to be observed in all aspects of work.  Co-operate with society policies and procedures for health and safety  To take care of their own health and safety and that of others who may be affected by their acts and omissions. |
| **Administration**  Completion of all necessary administration and paperwork required by the role.  Use branch software Animal Shelter Manager  Complete daily observations for animals in their care  Behaviour observations to be completed where necessary  Ensure all paperwork and records are completed and accurate  Complete RSPCA standard procedures |
| **Fundraising, Publicity, Public Relations**  Participate in any fundraising or publicity events that the Animal Centre manager/Deputy Manager considers appropriate  Attend to the needs of the client/customer/general public, face to face or via the telephone. Liaise with colleagues in other departments/volunteers/fundraising team |
| **General**  Attend and participate in any training events considered appropriate by the animal centre manager/Deputy manager  Drive the establishment vehicle on society business, if applicable. |