

DOMESTIC ANIMAL POUND ASSISTANT POSITION DESCRIPTION



Position Summary

The Domestic Animal Pound Assistant will be responsible for the daily care and feeding of animals in the Council pound and cleaning of the animal enclosures. This role ensures the well-being of the animals and maintains a clean and safe environment.

Position Details

Title:	Domestic Animal Pound Assistant		
Classification:	Band 1	Position Number:	751
Category and status:	Casual		
Reports to:	Community Amenity Coordinator		
Supervises:	NIL		
External relationships:	Animal owners, Rehousing organisation representatives		
Date PD approved:	November 2024		

Position Key Responsibilities

Animal Care	<ul style="list-style-type: none"> Provide daily care and food for animals in the pound, including dogs and cats.
Cleaning	<ul style="list-style-type: none"> Follow established cleaning procedures for dog and cat enclosures to ensure a hygienic environment.
Health Monitoring	<ul style="list-style-type: none"> Monitor the health and behaviour of animals, report and concerns to the Ranger and follow procedures for aggressive or sick animals.
Record Keeping	<ul style="list-style-type: none"> Maintain accurate records of animal care, feeding and cleaning activities.
Customer Service	<ul style="list-style-type: none"> Provide courteous and professional advice to the community regarding animal management and pound procedures.

Position Organisational Responsibilities

Leadership	Not applicable
Strategy and policy	Not applicable
Budget	Not applicable
Internal meetings	Position will be required to participate in regular team meetings.
Risk management	Position is responsible for identifying and minimising risk to Council and for ensuring that all OH&S obligations are met.
Corporate records	Position is responsible for the accurate and timely storage of Council records, relevant to the position, in Council's record management system.
Legislative framework	Position is accountable for Council's obligations under the following legislation: Code of Practice for the Management of Dogs and Cats in Shelters and Pounds.
Customer Service	Position is accountable for adherence to the Customer Service Charter.
Council values	Position will demonstrate and encourage behaviour in line with Council values.


Behaviour	Will demonstrate behaviour of the highest of integrity; behaviour that is free from bullying, harassment and discrimination and that abides by the Code of Conduct.
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Position accountability, judgement, skills and qualifications

Accountability and extent of authority	The position is responsible for the provision of courteous and professional customer service.
Judgement and decision making	The objectives of the work are well defined with relevant procedures and templates in place. Guidance and advice will always be available from the Community Amenity Coordinator or Local Laws Officer.
Specialist skills/knowledge	Position requires animal management skills.
Interpersonal skills	Must have good verbal communication skills and the ability to gain co-operation and assistance from community members.
Qualifications/experience	Experience with animal handling, in particular dogs and cats, is essential.

Selection Criteria

Experience	Previous experience with animal handling, in particular dogs and cats, would be an advantage.
Computer Skills	Not required.
Communication	Must have the ability to provide courteous customer service at all times.
Qualifications	Nil.
Environment	Must have the ability to work on every second weekend.

Acceptance of Position Description		
Approved: Chief Executive Officer	Signature: 	Date: 2 December 2024
I have read and understand the content of the Position Description and undertake to meet the duties and responsibilities of this position.		
Approved:	Signature:	Date:

Position Description: Domestic Animal Pound Assistant
Altus ECM reference: INT24/3550C02A
Position Description developed: November 2024
Position Description reviewed: