

Cat Care Associate

The entry-level, part-time Cat Care Associate provides organizational support through housekeeping and basic animal handling duties. This individual may divide his/her time between SAFE Haven for Cats and the SAFE Care Feline Spay/Neuter Clinic and is approximately 15-20 hours per week. This position may require weekend and early evening work, and hours may fluctuate weekly as per the demands of the organization.

Reports to: the Medical Director & Shelter Programs Assistant / Cat Care Technician

Supervises: none

Job Duties

Primary duties are indicated by an asterisk (*)

- Maintain carrier and cage cleanliness. *
- Perform general housekeeping including restocking supplies, doing laundry, and cleaning dishes. *
- Organize supplies and linens at both the shelter and clinic.
- Pick up shelter cats from surgery or intake and taking them to the shelter.
- Assist with moving cats from one area of the shelter to another area.
- Provide additional cat caretaking support for SAFE Haven as needed during high volume seasons and major adoption events.
- Participate in staff meetings and fundraising events.
- Other duties as assigned.

Skills and Qualifications

- High school diploma or GED.
- Detail-oriented.
- Able to work in a fast-paced environment.
- Adherence to the mission and core values of SAFE Haven for Cats.

Preferences

- Proficiency in safe cat handling techniques.
- Familiarity with animal feeding procedures.

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 sit; use hands and fingers; and talk or hear. The employee is frequently required to reach with hands and arms and is required to stand; walk and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

The employee in this position will be required to use disinfectants and other cleaning agents each day. Additionally, the employee may be required to perform work outdoors throughout the entire year and must be comfortable interpreting the body language of and handling cats of all temperaments.

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.

Work is performed in an animal shelter for cats only, which operates seven days a week. There will be exposure to dust, heat, cold, and temperature changes, occasional wet floors, and animal noises, dander, and odors.

The noise level in the work environment can be above average.

Other Information

- The mission of SAFE Haven for Cats is to use no-kill principles and education to save cats' lives through rescue, adoption, spay/neuter services and community programs.
- EOE – SAFE Haven for Cats and SAFE Care Feline Span/Neuter Clinic are equal opportunity employers – minority/female/veteran/disability
- This is a part-time, non-exempt position.
- Some evening and weekend work required (will be scheduled in advance).
- Job Code – **SHFC-CCA**
- Send cover letter and resume to: patti@safehavenforcats.org; reference the Job Code listed here.