



Job Description & Person Specification

Job Title: Home Care Assistant

Department: Manchester/Cheshire Dogs Homes – Kennels

Reports to: Home Supervisors and Managers

General Description of the Post:

Provide care to the animals in the home, establish good customer relations and maintain administrative procedures in place.

Key Responsibilities:
<ul style="list-style-type: none"> To work within agreed homes policies, procedures and working practices when providing canine husbandry
<ul style="list-style-type: none"> Clean, disinfect and maintain to a standard of cleanliness set by the management – animal accommodation, isolation and exercise areas, food preparation, laundry, storage, treatment and destruction facilities, reception, staff, and public facilities (including toilets and outside areas) and to ensure that the home and its areas are always secure
<ul style="list-style-type: none"> Carry out daily checks on the dogs under your care, reporting any abnormalities upwards as appropriate
<ul style="list-style-type: none"> Attend to the individual dogs, including exercising, grooming, treatments, and medications as directed, routine canine behaviour monitoring/assessment prior to rehoming
<ul style="list-style-type: none"> Monitor the mental and physical wellbeing of dogs within the kennel environment, to ensure that dogs are fit and healthy, referring potential issues upwards as appropriate
<ul style="list-style-type: none"> Responsible for maintaining behavioural responses in the kennel environment, using appropriate handling techniques and being aware of individual temperaments and behavioural traits. Identifying and referring potential handling or behavioural issues upwards as appropriate
<ul style="list-style-type: none"> Maintain/monitor daily health records and general administrative duties in relation to the kennels and the dogs under your care
<ul style="list-style-type: none"> Attend to the needs of the clients/customers/public in an appropriate manner and in line with the homes policies and procedures
<ul style="list-style-type: none"> To support trainees and volunteers whilst carrying out day to day tasks in the kennels to ensure consistency of training
<ul style="list-style-type: none"> Operating as a team member and working with colleagues, supervisors, and managers within and outside your department to fulfil the needs and goals of the home
<ul style="list-style-type: none"> To undertake other duties as required by the management team
<ul style="list-style-type: none"> Ensure regular checks for defects or deficiencies within the kennels or the equipment within to Line Management
<ul style="list-style-type: none"> Ensuring that the buildings associated with the Home and their surroundings are maintained in a tidy and presentable standard
<ul style="list-style-type: none"> Ensuring the security of facility entrances, buildings, and contents at all times
<ul style="list-style-type: none"> You are to ensure that the homes Health and Safety and COSHH assessments including those applicable to drugs and chemicals used in the home are adhered to by yourself, reporting of any accidents or incidents promptly and correctly in accordance with the home's procedures
<ul style="list-style-type: none"> To ensure that you use appropriate protective clothing when necessary and to raise to Line Managers attention if this is not the case



<ul style="list-style-type: none"> • The safekeeping of stock cupboard keys and to ensure that all cupboards are locked when not in use
<ul style="list-style-type: none"> • Ensure that all clinical waste is disposed of in the appropriate containers
<ul style="list-style-type: none"> • Whilst at work all staff are required to: <ul style="list-style-type: none"> • Take care of their own health and safety and that of others who may be affected by their acts or omissions. • Cooperate with the Homes policies and procedures and health and safety. • To treat the property/equipment of the home with due respect and care • To minimise wastage of resources within the home
<ul style="list-style-type: none"> • Under no circumstances must daily routines or procedures be changed without prior agreement of the Home Manager
<ul style="list-style-type: none"> • You are to undertake other duties within your competence and training as required and directed by management
<ul style="list-style-type: none"> • The Homes policies and procedures are not to be discussed with or within earshot of the public, volunteers or anyone that is not employed by the Home
<ul style="list-style-type: none"> • Specific to Cheshire Dogs Home – Bleach other than Parazone type bleach must not be used anywhere on site. Always check the label to ensure that the product is useable with septic tanks

Person Specification:

Qualifications:	Essential	Desirable
Animal Care Qualification		X
Experience:	Essential	Desirable
Experience handling a wide variety of dogs		X
Experience of working in a Customer Facing Role		X