



JOB DESCRIPTION

Title: Animal Care and Adoption Specialist

Reports to: Adoption Program Senior Manager

FLSA Status: Non-exempt Hourly

Job Type: Full time

POSITION SUMMARY:

The Animal Care and Adoption Specialist is responsible for working with the public to match the appropriate companion animals with potential guardians. This position is also responsible for the day-to-day care of the shelter cats and dogs, including medicating, socializing, monitoring for behavioral or medical issues, and supervising volunteers in general animal care. The Animal Care and Adoption Specialist is also responsible for helping to maintain a clean, healthy environment for our animals and visitors.

QUALIFICATIONS:

- Must embrace the mission of Homeward Pet Adoption Center
- Have a desire to make a positive difference in the lives of animals
- Customer service experience and strong interpersonal skills
- Ability to work with a diverse group of individuals, including staff, volunteers and customers
- Display a positive attitude, show concern for people, animals and community
- Experience and/or schooling in animal care and handling. Priority will be given to those with hands-on experience in a shelter or animal-related professional setting
- Be organized, detail-oriented, able to multi-task, and a problem solver
- Proficient in Microsoft Office applications, including Word, Excel, Outlook, Powerpoint, and Internet Explorer

JOB RESPONSIBILITIES:

- Provide counseling to potential adopters to match them to appropriate cat or dog, including general animal care, introduction to specific animals, and guidance in Homeward Pet's adoption process
- Supervise and work with volunteer crews during morning and evening animal care shifts. Help train, mentor, and ensure that policies and procedures are followed in the care of Homeward Pet's cats and dogs
- Provide direct animal care to shelter animals, including medicating, rehab, walks, socialization, and monitor for medical or behavioral issues
- Clean kennels and common areas of the shelter, do laundry, maintain a healthy environment
- Perform other related duties as requested.

WORK ENVIRONMENT:

- Considerable walking, standing, and moving of animals and supplies

- Employee will be required to have the physical strength to lift up to 50 lbs. and safely and effectively control large dogs
- The noise level in the work environment may be loud at times
- Exposed to toxic or caustic chemicals (cleaners, disinfectants and medical products) on a daily basis

Benefits for full time employees include medical, vision and dental for employees, veterinary services for your dogs and cats. Only veterinary services for your dogs and cats is provided for part time employees.

Job Location: 13132 NE 177th Place, Woodinville 98072

Send resume to: Kacy Bradley at kacy@homewardpet.org

Closing Date: N/A