



Title: Animal Care and Adoption Specialist
Reports to: Animal Care and Adoption Program Manager
FLSA Status: Non-exempt Hourly
Job Type: Part time

POSITION SUMMARY:

The Animal Care and Adoption Specialist is responsible for working with the public to match the appropriate companion animals with potential adopters. This position is also responsible for the day-to-day care of the shelter cats and dogs including feeding, exercising, medicating, monitoring for behavioral or medical issues, supervising and working alongside volunteers in general animal care, and helping to maintain a clean, healthy environment for our animals and visitors. Additionally, the Animal Care and Adoption Specialist will help provide opportunities for animals' enrichment, socialization and training.

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 care for people, animals and community
- Experience 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 problem solve
- Proficient in Microsoft Office applications, including Word, Excel, Outlook and Powerpoint

JOB RESPONSIBILITIES:

- Provide counseling to potential adopters in an open, conversational manner to match them to an appropriate cat or dog; have knowledge in general and specific animal care, how to introduce animals, and Homeward Pet's adoption process

- Supervise and work alongside volunteer crews during morning and evening animal care shifts. Help train and mentor, and ensure that policies and procedures are followed in the care of Homeward Pet's cats and dogs
- Provide general animal care to shelter animals, including feeding, cleaning, medicating, rehabilitation, exercise and monitoring for medical or behavioral issues
- Provide specific animal care in enrichment, socialization and training under the direction of HPAC's Behavior Program Manager
- Help maintain a clean, healthy environment for animals and visitors; clean kennels and common areas of the shelter, do laundry, etc.
- 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 and/or rambunctious 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 résumé to: Kacy@homewardpet.org

Closing Date: N/A