



Job Description

Animal Intake and Assessment Coordinator

DEPARTMENT: Behavior and Sheltering

REPORTS TO: Animal Logistics and Placement Supervisor

NUMBER OF DIRECT REPORTS: 0

STATUS: Full-time, hourly, non-exempt

SCHEDULE: Four 10-hours shifts, at least one weekend day is required

MISSION

Foothills Animal Shelter's mission is: Providing support to our surrounding community through education, services that strengthen the human-pet bond, and humane care for the animals we serve.

VALUES

All employees and volunteers are expected to embody the Shelter's Values which are to have honesty and integrity in all that we do, with the following values as our guide:

- **Stewardship:** Assume responsibility and ownership for our actions within our shelter and our community.
- **Positive Culture:** Create a safe, supportive environment for the health, wellbeing, and development of staff and volunteers.
- **Openness:** Nurture an innovative, inclusive, and creative environment that cultivates conversations and relationships that actively work towards the future.
- **Team Oriented:** Build relationships, embrace teamwork, and foster collaboration in pursuit of our Mission.

POSITION SUMMARY

Under the supervision of the Animal Logistics and Placement Supervisor, the Animal Intake and Assessment Coordinator supports the daily completion of tasks related to animal intake including vaccines, health checks, behavior assessments, enrichment, foster home recruitment and support, and assistance with behavior support programs when assigned. The Animal Intake and Assessment Coordinator models best practices and supports the training of shelter volunteers and employees in animal enrichment strategies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains regular and reliable attendance in accordance with the Shelter's attendance and punctuality policy to ensure adequate coverage for essential daily operations including animal intakes, time-sensitive animal care duties, and behavior assessments.
- Completes intakes, vaccines, and initial behavior and health evaluations for animals of all sizes to support their best outcome.
- Conducts behavior assessments for the Shelter's dogs and cats, including physical restraint and handling of dogs of all sizes on leash, and coordinates dog to dog interactions for assessment, enrichment, and/or behavior change.

- Under the direction of the department's leadership, takes point for enrichment and behavior maintenance plans. Assists Behavior and Training Counselors in the execution of behavior support plans as needed.
- Conducts phone screens, background checks, and home inspections for foster applicants and provides training and annual home inspections for active foster homes.
- Matches animals to appropriate foster homes and coordinates pick up and drop off appointments.
- Supports the FAS transfer program by loading and unloading transfer animals, processing animals upon arrival, completing necessary paperwork, and coordinating foster care as directed.
- Maintains complete and accurate animal records, utilizing the Shelter's animal management database and reporting to streamline animal processing and movement.
- Coordinates kenneling and movement of animals of varying sizes and temperaments efficiently and with correct contagion control procedures.
- Performs euthanasia as dictated by the policies of the organization in a timely and compassionate manner, ensuring that all appropriate safety procedures are followed and appropriate documentation is completed per DEA requirements.
- Performs all duties with continuous direct contact with animals and animal-related materials including food enrichment items, bodily fluids, cleaning agents, and bedding materials.
- Serves as a positive role model to staff and volunteers, treating all animals humanely and with respect, in line with Fear Free sheltering philosophies.
- Actively contributes to a supportive team and environment by demonstrating resilience and optimism while undertaking challenging tasks to accomplish our mission.
- Maintains good working relationships and supports other shelter departments working closely with the volunteer, veterinary services, animal care, and shelter services departments.
- Follows all safety guidelines to ensure a safe work environment and takes immediate action to address any safety concern or noncompliance with safety rules that could put an employee, volunteer, client, animal, or the organization at risk.

OTHER DUTIES

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

JOB QUALIFICATIONS

Education and Experience

- Professional or educational experience with basic veterinary procedures such as vaccinations, medication delivery, observation documentation, and Fear Free veterinary restraint strategies
- Professional or educational experience in animal learning theory, animal behavior, and positive-based force-free animal training preferred
- Experience in animal sheltering or similar professional animal care field preferred

Licenses and Certifications

- Must obtain and maintain euthanasia certification within six months of hire
- Must obtain and maintain rabies pre-exposure vaccination series within six months of hire
- Must obtain Fear Free Shelter certification within 60 days of employment
- Valid driver license with insurable driving record preferred

Knowledge, Skills, and Abilities

- General knowledge of animal care, treatments, disease, and proper, fear-free restraint of animals of various sizes, weights, and temperaments

- Working knowledge of animal sheltering practices; highly supportive of open admissions philosophy
- Excellent verbal and written communication skills
- Strong analytical and problem-solving skills
- Computer proficiency in Microsoft Office including word processing, spread sheets, meeting software and email; proficient with animal management software and databases
- Ability to multi-task and maintain composure in a fast-paced environment while providing courteous service to potentially difficult, emotional, or frustrated clients
- Ability to maintain the highest levels of confidentiality when dealing with proprietary information and sensitive situations
- Ability to communicate and collaborate with a variety of people and personality types

Physical Requirements

- Ability to stand and walk for the majority of a 10-hour shift on hard surfaces with minimal sedentary work
- Ability to bend, twist, kneel, and squat frequently throughout the shift
- Ability to lift, carry, and move up to 50 pounds regularly throughout the shift
- Ability to physically restrain and handle animals of all sizes and temperaments, including dogs weighing over 100 pounds
- Ability to work outdoors in all weather conditions year-round including heat, cold, rain, and snow
- Manual dexterity to handle veterinary equipment including needles, syringes, and restraint tools
- Ability to respond quickly to emergency situations requiring immediate physical intervention

Working Conditions

- Ten-hour shifts with at least one weekend day required; schedule may include holidays
- Noise, odors, chemical fumes, and animal hair/dander are encountered due to equipment and animals
- Exposure to common allergens including animal dander, feathers, hay/straw, latex, peanut butter, dairy products, and other food items used for animal enrichment
- Exposure to zoonotic diseases and infectious agents through contact with animals and their bodily fluids (urine, feces, vomit, blood, saliva)
- Exposure to cleaning chemicals, disinfectants, and sanitizing agents used in animal care and facility maintenance
- Exposure to emotionally challenging situations including sick or injured animals; euthanasia procedures; and end-of-life decision-making
- Frequent hand washing and use of personal protective equipment (PPE) as required
- Subject to animal bites and scratches
- Work in areas with fluctuating temperatures, humidity, and limited climate control

Equipment Used

- Animal handling equipment and assessment tools including slip leads, catch poles, and cat nets
- Veterinary equipment and tools including needles and syringes
- Animal and shelter management software
- Vehicle use (company provided and personal)
- Chemicals and cleaning tools to provide care for the animals