



Job Title:	Adoption Counselor-Caregiver
Department:	Animal Care- Shelter Operations
Job Classification:	Full time; Hourly position
Job Relationships:	Reports to Kennel Manager and Canine Team Leader
General Purpose:	Responsible for the care and adoption of shelter pets

SUMMARY OF ROLE: To clean and maintain the animal shelter in a cost effective, sanitary and humane manner. To provide dogs with an enriched environment while they await adoption. To assist customers in the selection of pets. To participate fully in behavior assessment process once trained.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Abide by protocols of safe animal handling, disease control and prevention
2. Clean and sanitize assigned areas, including but not limited to cages and kennels, floors, walls, yards, testing and training areas, trails, laundry, kitchen
3. Feed, medicate and observe animals for illness or infestations
4. Perform preliminary incoming assessments:
 - Administer vaccines, anti-parasitic treatments and general examination to animals per the ARLGP protocols
 - Scan incoming animals for a microchip and follow up and share information with the Guest Services staff
 - share any concerns with the Kennel Manager
5. Participate in and document the behavior assessment process
6. Provide feedback and input regarding behavior and health of animals to the Kennel Manager, Director of Operations, Training and Behavior Manager and Kennel Team
7. Work in collaboration with the Guest Services staff to ensure all attempts have been made to reunite lost pets with their owners by searching the lost and found database and making appropriate calls to facilitate a claim
8. Use the PetPoint software to maintain accurate records for pet intakes and reclaims, lost and found reports, medical and behavioral assessments and adoption paperwork

9. Be familiar with all dogs available for adoption in the kennels and on the website and able to work with the adopting public in order to make adoption matches by:
 - Being familiar with and able to discuss basic ongoing medical care as well as diagnosed health conditions
 - Be conversant in discussing a wide variety of canine behaviors, training and grooming needs as well as discussing the ARLGP's observations of the specific dog while in its care
 - Able make a professional referral to clients for training and veterinary care as needed
10. Able to run IDEXX SNAP tests and other standard diagnostics such as those for parvo and internal parasites
11. Communicate maintenance needs to the Kennel Manager in a timely manner
12. Perform post-adoption follow-up contacts with adopters
13. In cooperation with the Volunteer Coordinator, ensure that volunteers are abiding by the accepted protocols of the kennel as pertains to cleaning, disease control, enrichment and safety
14. Be conversant in shelter policies pertaining to adoptions, surrenders, behavior evaluations, treatment policies and euthanasia
15. Speak effectively and positively to the principals, purposes and objectives of the organization
16. Work collaboratively with all shelter personnel to achieve an efficient, well-run environment for the pets and employees.
17. Able to accept constructive feedback and follow directions to maintain a safe work environment.
18. Perform other related duties and assignments as required and determined by Executive Director, Director of Operations or Kennel Manager

EDUCATION, PRIOR WORK EXPERIENCE, SPECIALIZED SKILLS AND KNOWLEDGE

General knowledge and understanding of sheltering and safe animal handling practices with demonstrated strong and humane dog handling skills preferred, prior shelter or veterinary experience preferred; demonstrated ability in oral communication skills; ability to type and work without error in a database; demonstrated ability for challenging, physically demanding work in a stressful environment; ability to lift 50 pounds. Must be able to access a non-handicapped building and climb steep stairs several times per day; lift, bend, twist, scoop, kneel, groom and possess a valid State of Maine driver's license.

WORK ENVIRONMENT

While performing the duties of the job, the employee is frequently exposed to odors or airborne particles including animal fur, dander and potentially zoonotic diseases and toxic chemicals. The noise level in the work environment is very loud. Driving may be required.