



# Pet Adoption & Welfare Specialist

Non-exempt

The Humane Society of Western Montana staff consists of 16 dedicated, knowledgeable and compassionate employees. We care for over 1300 animals at the shelter each year, maintain an adoption rate of 98%+ and work with our community to enhance the lives of pets and their people. Join a team of dedicated individuals who work to *Save Every Animal Every Time*.

Pet Adoption & Welfare Specialists are responsible for ensuring the pets and people we serve receive exceptional and enriching care. The duties of this position include providing daily pet care (enriching, cleaning, feeding, monitoring and medicating), match-making and performing pet adoptions, performing pet intake interviews and exams, placing special needs pets and, above all, practicing the humane treatment of all animals.

**Pay Rate:** Starts at \$9.55/hour.

**Benefits:** Full-time employees eligible for benefits (paid holidays, paid time off, vision/dental/life insurance) after completion of six month probationary period.

## Essential Responsibilities

- Provide constituents with welcoming, timely and positive customer service.
- Perform pet intakes and adoptions, while promoting and adhering to HSWM's services and policies.
- Perform daily cleaning of animal areas in accordance with established procedures.
- Monitor pet health and perform wellness examinations.
- Accurately medicate, vaccinate and microchip animals.
- Utilize computer software to enter and track animal information and perform pet intakes and outcomes.
- Work collaboratively and cooperatively with all staff, including volunteers, to ensure smooth shelter operations.

## Qualifications

- High School Diploma required.
- Ability to work in a fast paced animal oriented environment while providing quality care.
- Ability to lift 50 pounds and perform strenuous activities.
- Ability to work without constant supervision.
- Ability to communicate with patrons in a positive, educational manner.
- Proficient in computer use and keyboarding skills.
- Available to work a flexible schedule that may include weekends and holidays.
- Phone, reception and customer service experience preferred.
- Veterinary Technician experience appreciated, but not required.

## To Apply

Please submit your cover letter, resume and a completed Humane Society application. Applications can be picked up and submitted at our facility. You may also download an application at <http://myhswm.org/downloads/Application.pdf>. **Only candidates submitting full application materials will be considered.**