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## JOB POSTING

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**POSTING DATE:** 06/16/2021                      **POSITION:** ADOPTION COUNSELOR  
**CLOSING DATE:** OPEN UNTIL FILLED                      **STATUS:** PART TIME/HOURLY  
**REQUIRED EXPERIENCE:** 1 TO 2 YRS CSR                      **BASE PAY:** \$11.25/HR  
**REQUIRED EDUCATION:** TRAINING IN AN ANIMAL CARE FACILITY OR HIGH SCHOOL DIPLOMA OR GED

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## JOB DESCRIPTION

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### Principal Duties and Responsibilities:

- Works collaboratively with all departments and other adoption counselors to achieve positive placement of the animals we serve
- Responsible for ensuring the comfort, safety and well-being of all shelter animals
- Assists in monitoring equipment for proper operation (computers, tag machine, etc.)
- Monitors supply needs and communicate to Supervisor of what is needed in a timely manner.
- Maintain clean, orderly and sanitized work areas on a regular basis and learns area documentation.
- Identifies problems and notifies Supervisor
- Provides accurate information and friendly professional service to the public and to co-workers in a positive, courteous, truthful and tactful manner.
- Evaluate and make decisions in regards to adoption applications including approving and denying applications
- Provide advice on responsible pet ownership and animal behavior
- Ability to make correct change and follow accounting procedures
- Basic office skills: word processing, computer, internet, Xerox/fax machine and answer telephones in a prescribed manner
- Provides holiday and weekend coverage as required
- Performs other duties as required to insure a positive public image and to improve the functioning of this organization as assigned by the Adoption Supervisor and Assistant Adoption Supervisor
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility and Integrity

### Additional Duties and Responsibilities

- Assist with fundraising activities and special events as needed
- Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.
- Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and rules and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.
- Instruct and work collaboratively with volunteers.

### Minimum Knowledge and Skills Required by the Job:

- Work requires the analytical skills to gather and interpret data in job related situations.

### Physical Requirements of the Job:

- Must stand, walk, bend and stoop to perform duties.
- Ability to lift 50lbs.
- May be expected to work weekends, holidays, and off hours.
- Job may require performance of tasks that involve potential for exposure to blood, body fluids, or tissues, animal and human.

### Authority:

Adoption Counselor report directly to the Adoption Supervisor. This is an entry level position.

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