



JOB POSTING

POSTING DATE: 05/22/2025

CLOSING DATE: OPEN UNTIL FILLED

REQUIRED EXPERIENCE: 0 TO 2 YRS

POSITION:

TRANSFER/INTAKE ASSISTANT

STATUS:

FULL TIME/HOURLY

BASE PAY:

DOE

REQUIRED EDUCATION: TRAINING IN AN ANIMAL CARE FACILITY, OR HIGH SCHOOL DIPLOMA, OR GED

JOB DESCRIPTION

The Transfer/Intake Assistant performs under the supervision of the Transfer/Intake Supervisor to determine the adoptable animal vacancy of the SAHS and works with other shelters, rescues, and animal facilities to fill adoptable pet space.

Principal Duties and Responsibilities

- Performs a daily walkthrough to evaluate space availability and any cohabitation issues
- Assists with maintaining a current animal inventory of all SAHS pets
- Works collaboratively with clinic technicians, veterinary assistants, foster, kennel technicians, volunteers, and other shelter personnel to ensure that all available space for adoptable pets is kept at capacity, and for animal intakes and work-ups
- Learns how to create appropriate intake and contractual reports and submits these monthly to the appropriate parties
- Works closely with Animal Care Services (ACS) to intake pets in accordance with SAHS contractual obligations by making weekly to biweekly trips to ACS to bring select animals into SAHS care
- Assist with data entry (receiving) of all veterinary and medical treatments and notes
- Assist with data entry of animal information upon intake and entry of all veterinary and medical treatments and notes.
- Responsible for basic medication calculations, record keeping, and knowledge of all medical protocols.
- Assist with providing a Memorandum of Understanding (MOU) to potential rescue partners yearly
- Works to maintain a positive working relationship with rescue groups and shelter partners to facilitate animal intake, alternative placements, and possible exchanges
- Assists in arranging and facilitating all intake appointments for any transfers, return to shelter animals (receiving), and public dog and cat intake
- Monitors and provides accurate information to the receiving and transfer email, following intake protocols
- Acts to ensure a positive public image when interacting with all rescue partners and individuals
- Helps monitor the financial results of animal intake and assists in developing plans to offset any losses
- Responsible for learning PetPoint data entry, Acuity appointment reservations, Stripe, and Lightspeed POS.
- Maintains a full working knowledge of the personalities and special requirements of dogs and cats within SAHS care
- Works collaboratively and communicates effectively with all SAHS personnel, including, but not limited to, veterinarians, clinic technicians, surgery supervisor, and foster coordinator, to ensure proper and prompt placement and care of all incoming animals
- Must support and demonstrate the agency's core values – Customer Service, Adaptability, Respect, Responsibility, Integrity, and Compassion
- Other duties as assigned

Additional Duties and Responsibilities

- 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

- Assist with fundraising activities and special events as needed

Knowledge and Skills Required by the Job

- **Client Education**
 - Provides accurate intake/receiving information to the public and co-workers in a positive, courteous, truthful, and tactful manner.
 - Willing to communicate with the public daily in a professional manner, regarding but not limited to intake/receiving information
- Work requires the analytical skills to gather and interpret data in job-related situations
- Basic animal handling/restraint, basic animal behavioral analysis skills
- **Animal Handling**
 - Will be asked to handle (on average) 50+ dogs and cats per day
 - Must be able to learn characteristics of animal behavior (for example, be able to identify aggressive or fearful behavior)
 - Must be able to use appropriate safety equipment for fractious or feral animals (will train)
 - Must possess excellent reflexes
 - Must be able to identify own limitations and be willing to ask for help
 - Must become proficient at animal restraint for various procedures for the safety of co-workers, self, and patients
 - Treats all animals humanely, with compassion and concern, both on and off the job, and transmits these values to others
- Valid driver's license required
- Must be willing to assist other rescuers during emergencies (ex: hurricane assistance)

Physical Requirements of the Job

- Must stand, walk, bend, and stoop to perform duties
- Must have the ability to perform prolonged physical activity
- Must be able to stand for 8-hour to 10-hour shifts
- Ability to lift 50 lbs.
- Will be expected to work weekends, holidays, off hours, and natural disasters
- The job may require performance of tasks that involve potential exposure to blood, body fluids, or tissues, animal, and human
- Potential for exposure to zoonotic diseases
- Exposure to high noise levels when in kennel area, chemicals used to sanitize facilities, vehicles, or equipment, and other physical situations that involve all forms of animal life.
- Ability to work directly with animals, with no preexisting allergies to animals, hair, or dander.
- Potential for animal bites and scratches while handling animals

Apply online at www.sahumane.org.