



POSITION VACANCY ANNOUNCEMENT

Position: Intake and Outcome Coordinator (PT)

Starting Salary: \$15.60/hour

Posting Date: January 29, 2025

Department: Animal Care & Control

FLSA Status: Non-Exempt

Closing Date: Open Until Filled

Job Summary:

This position is responsible for providing care and enrichment for shelter animals, processing animal intakes, and outcomes, facilitating adoptions, reclaims and transfers, and assisting potential adopters in the shelter.

Major Duties:

- Feeds, walks, exercises, and bathes shelter animals; provides medical care and administers medications/vaccinations.
- Provides daily enrichment for shelter animals and enrichment schedules.
- Maintains animal records.
- Cleans shelter facilities and cages; runs and ensures laundry and dishes are sanitized appropriately.
- Coordinates lost animal calls; maintains a system for recording reports of lost animals submitted to the organization and makes such information easily accessible.
- Post all found and stray animals on appropriate websites; check sites for pets which may be in the shelter. Conducts follow-up calls and investigates potential owner information for animals during stray holding time.
- Assists fosters in picking up kittens, cats, dogs, and puppies; prepare animal supplies for foster pick-up.
- Oversees all adoption meet and greets.
- Locates pet owners, traces rabies tags, microchips, ID tags, and tattoos.
- Processes donations and provide receipts to in-kind and cash donors.
- Provides information and assistance to the general public.
- Arranges and holds off-site adoption events.
- Processes the intake, adoption, and reclaim of animals in electronic database in compliance with Department of Agriculture Requirements.
- Provides exceptional customer service for individuals wishing to reclaim, relinquish, or find their animals through the internet, email, phone, and in person, using discretion as required.
- Participates in training for local schools and civic groups.
- Assists in updating social media.
- Arrange animal transportation to other facilities, set up crates, food, water, litter, etc.
- Performs intake exam and treatments on all new animals, including but not limited to vaccines, deworming, and diagnostic tests.
- Ensure all medical care is current prior to adoption.
- Greets, coordinates, assists, and directs volunteers as needed.
- Performs other related duties as required for the efficient operations of the department.

Minimum Qualifications:

- Possession of a high school diploma or GED.

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Sufficient experience to understand the basic principles relevant to the major duties of the position.
- Possession of or ability to readily obtain a valid Class C Driver's License issued by the State of Georgia.
- Must be able to work on Saturdays.

The successful candidate must pass a Background/Reference Check, and Pre-Employment Drug Screenings prior to the start of employment.

To Apply: Please complete a Habersham County employment application. Applications can be found online at www.habershamga.com. Applications and a detailed job description can be picked up at the Habersham County Human Resources Department, Administration Building located at 130 Jacob's Way, Clarkesville, GA 30523 in room 303. For more information please call (706) 839-0214.