



Cochrane & Area Humane Society Job Description Adoption Specialist - Casual

Hiring Immediately.

The Cochrane & Area Humane Society is accepting applications for a mature and reliable Adoption Specialist on a casual basis. This position is responsible for helping the public with animal adoptions and surrenders, basic secretarial and office duties including, data entry, answering the telephone, faxing & email.

Position Description:

The position covers days off for full time and part time staff in Adoption, so the applicant must be able to work flexible hours on a variety of days; 11:30am – 8pm Tuesday - Saturday. The applicant would also need the flexibility to potentially cover shifts at very short notice in the event of sickness.

The Adoption Specialist is responsible for and expected to fulfill the following duties in compliance with established policy and procedures:

- greeting the public and showing animals to them
- the completion of adoptions, including screening and interviewing potential adopters
- admitting animals in stray and surrender situations
- releasing animals under the Town of Cochrane & MD of Rocky View by-laws
- maintain accurate and detailed records of each animal in our care
- basic secretarial and office duties including data entry, answering the telephone, faxing, email
- ensuring all animals are healthy, sterilized, tattooed/microchipped and vaccinated prior to adoption
- providing support and guidance to volunteers
- communicate animal related health and behavioral concerns to the Supervisor in a timely manner
- some cleaning of kennels with different cleaning products including bleach & Virkon
- complete accident/incident reports as necessary

Is expected to:

- respond to public enquiries in a professional, courteous, and timely manner
- provide/offer support and guidance to volunteers in a polite and professional manner
- conduct themselves in a professional and courteous manner at all times while working as an employee of the Cochrane & Area Humane Society
- respond to related telephone and email enquiries
- complete other related duties as requested by the Shelter Supervisors or Executive Director

Job Requirements:

- have very strong communication and customer service skills, and basic office & computer skills
- have a genuine love for animals and the physical strength to control animals & work well with all sizes and breeds of cats, dogs, and small animals
- be capable of working independently as well as in a team atmosphere with both volunteers and other staff members
- be emotionally capable of dealing with euthanasia

- be reliable and trustworthy
- previous animal handling experience would be an asset

*Please note that the successful candidate will need to provide a current driver's abstract.

Make application to: Cochrane & Area Humane Society, 62 Griffin Industrial Point, Cochrane, AB, T4C 0A3 to the Attention of: Intake & Adoption Supervisor or email to:

supervisor@cochranehumane.ca