



Humane Society of Weld County Job Description

Job Title: Intake Specialist
Reports To: Shelter Manager
FLSA Status: Full-time, Part-time (Hourly, Non-exempt)
Effective Date: October 2020

POSITION SUMMARY:

The Intake Specialist ensures animals are processed through the Humane Society of Weld County's (HSWC) admissions process in a timely and accurate manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process all animal admissions into the HSWC facility, including:
 - Breed, sex and unique feature identification
 - Scan all incoming animals for microchips
 - Initiate healthcare process by administering vaccines and other identified medications
 - Identify appropriate housing area within HSWC facility for each animal
 - Ensure all intake information is entered accurately in shelter software system and complete/post all necessary paperwork
- Communicate observable medical concerns to health care department immediately upon intake
- Communicate behavior concerns noted at intake to Behavior and Enrichment Coordinator
- Audit records daily to ensure all information pertaining to each animal is entered correctly
- Audit intaken animals daily to ensure their location is correctly reflected in shelter software, and kennels reflect appropriate animal identification
- Work in conjunction with the health care department to ensure animals are properly revaccinated as appropriate for their age
- Interacts with HSWC patrons, co-workers, animal control and additional entities and ensures that excellent customer service is provided
- Cross-train on Animal Care Technician (ACT) duties, and other positions as identified, and provide support to other operational departments as needed/directed
- Maintain the crematorium; care for deceased in a respectful manner while performing all the tasks involved in the cremation process
- Regular and predictable attendance is required

QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES:

- High School Diploma or equivalent is required.
- One to two years of animal handling experience is required; previous experience in a shelter/intake environment is preferred.
- Must be comfortable with and able to safely handle fearful and fractious animals
- Computer proficiency and an extremely high level of attention to detail is required
- Ability to problem solve while working in a high stress faced pace environment and a strong customer service orientation is required.

MENTAL/PHYSICAL DEMANDS:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations



may be made to enable individuals with disabilities to perform the essential functions. In performing the duties of this job, the employee is occasionally exposed to fumes, airborne particles and zoonotic diseases. The environment is moderately loud and the worker may be exposed to animal bites and/or scratches.

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. An employee must frequently lift and/or move up to 50 pounds without assistance. Specific vision abilities required by this job include close vision, distant vision, peripheral vision, depth perception and ability to adjust focus while performing the duties of this job. The employee is regularly required to stand; walk; use hands to finger; handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with the job. Duties, responsibilities or qualifications may change at any time, with or without notice.