



Admissions Counselor

Position Summary

Intake animals into the shelter, determines health/behavior status, and medicates according to protocol. Sets up animal in appropriate holding area.

Job Responsibilities

Customer Service:

- Provides and models timely, polite, and respectful internal and external customer service regardless of the circumstances
- Serve as a liaison between Wichita Animal Services and the Kansas Humane Society to facilitate WAS reservations on pets in the care of WAS not yet available for adoption
- Return KHS Donor Subsidized Spay/Neuter participant pets to their owners

Animal Intake

- Assist customers with timely and accurate completion of paperwork to admit pets into the shelter. Enter owner and animal information into PetPoint.
- Become familiar with use and model safe and humane animal handling procedures.
- Assess health and behavior of pet upon intake, determine and administer appropriate vaccinations/preventatives as necessary.
- Set-up animal in the appropriate animal holding areas.
- Assist with/participation in the Euthanasia process.

Shelter Sanitation

- Observe sanitation protocol and use appropriate precautions when an animal presents with illness and injury.
- Maintain sanitary and organized Welcome Rooms.

Qualifications

- High School Diploma or equivalent
- Previous animal handling experience with dogs and cats preferred
- A background in caregiving or customer service
- Respect for the human animal bond is a must!