



Job Description - Shelter Services Assistant

Job Title: Shelter Services Assistant	Organization: Humane Society of Mason County	Hourly: \$18 - \$20
Location: Belfair	Hours: Part Time - Flexible	Benefits: Medical, PTO

Job Summary

The **Humane Society of Mason County** is a quickly growing organization, with a strong focus to provide the best services possible to local pet owners and animals in need. With departments growing so quickly the Shelter Services Assistant position has been created to assist various departments within the organization where help is needed.

Essential Job Functions

1. Assist with Customer service in our front office.
2. Assist foster or medical staff when needed with animal handling.
3. Assist in transport of foster animals to partner organizations, appointments, events, ect.
4. Work closely with foster coordinator and vet staff to help provide ongoing support and guidance to foster families, including assistance with medical care, behavior management, and emotional support.
5. Data input to help maintain accurate records of animals in foster care and monitor their progress.
6. Provide top customer service to the HSMC foster families, respond to emails, Facebook posts and phone calls from foster parents in a timely manner and resolve issues as they arise
7. Initial health tests, vaccinations, and treatment for internal and external parasites.
8. Adoption outreach to promote adoptable animals in foster homes.
9. Provide top customer service to HSMC volunteers, fosters, clinic clients, and adopters.
10. Assist with medical appointments and procedures with vet staff.

Knowledge, Skills and Abilities

1. High proficiency in learning new software systems
2. Must be comfortable administering injections and medications.
3. Previous experience supervising and or training staff and volunteers is required.
4. Must have at least one year of employment working with animals in a profession capacity
5. Must be available evening and or weekend hours, as well as for emergency calls.
6. Minimum of two years working in a shelter or veterinary clinic with a focus on shelter medicine.
7. Ability to work independently and collaboratively in a fast - paced environment.
8. Compassionate and empathetic approach to working with animals and people.
9. Ability to pass the medical clerks testing requirements per Washington state.
10. Demonstrate ability to meet deadlines, juggle multiple and competing priorities, and maintain a positive, engaging atmosphere
11. Ability to quickly, calmly, and efficiently adjust to changes in direction and re-prioritize work
12. Extensive knowledge and experience on handling various types of animals who may be frightened, aggressive or in need of medical care.
13. Experience with conflict resolution
14. Excellent written and oral communication skills
15. Excellent interpersonal skills; authentic team player
16. Excellent time management skills with the ability to prioritize multiple projects and be responsive to requests

WORK ENVIRONMENT

The Humane Society of Mason County currently has a small facility with no dedicated office spaces. Operations of our high volume spay/neuter clinic can be high stress and very busy at times. The schedule can change and may require weekend or evening hours to complete the job.

BENEFITS

1. Enjoy a flexible schedule that allows you to maintain a work-life balance, because even superheroes need downtime
2. Paid Time off
3. Medical benefits

How to Apply

Please submit your resume and cover letter to Katherine Johnson at president@hsmcwa.org.