

## **Nevada Humane Society -- Job Description Dog Adoption and Temperament Evaluation Coordinator**

### General Position Summary:

The Dog Adoption and Temperament Evaluation Coordinator will be responsible to ensure that dogs are moved from Admissions through to the adoption floor on a timely basis, specifically including performing behavior evaluations, developing a training/rehabilitation plan, and follow up and re-evaluation of the dogs.

Additionally the coordinator will document the evaluations and training plans, as well as writing descriptions of the animals for adoption. The coordinator will also be expected to provide compassionate and attentive care of the animals at all times, and maintain a clean healthy environment for the animals and the public.

### Essential Function/Major Responsibilities:

- Performing and documenting behavior evaluations on a timely basis for dogs to facilitate finding the best possible placement for each individual animal. This includes implementation of the Dog Walking Dot System for volunteers and staff.
- Planning and implementing enrichment, training, and rehabilitation programs for dogs as needed to help animals pass the behavior evaluations and be ready for adoption.
- Working with volunteers and staff to ensure the implementation of the behavior modification plans for dogs. Reassessing and documenting the animals' progress.
- Working with volunteers and staff to ensure that dogs get adequate attention, grooming, walking, play time, etc.
- Careful documentation of the assessments, the plan, progress, and reassessments.
- Communicating with and working with rescue groups to find placements for dogs, as appropriate.
- Creating written descriptions of the dogs to promote them for adoption on websites and cage cards.
- Assisting the Dog Care Manager with kennel placement of dogs within the shelter to maximize adoptions, including rotating highly adoptable dogs into the primary adoption kennels and providing a list of dogs for off-site adoption events.
- Participating in the weekly staff/management assessment committee to periodically review dogs and make behavior based euthanasia decisions.
- Assisting with off-site adoptions, PUPS prison dog program and other similar programs.
- Ensuring that animals move from Admissions to the adoption floor in a timely manner.

- Monitoring the health of the animals on an ongoing basis and rapidly identifying any health problems or conditions (medical or behavioral) and immediately reporting it to the supervisor or veterinary technician.
- Assisting with cleaning and spot cleaning of animal and public areas throughout the day.
- Medicating, socializing and grooming animals, as needed.
- Providing a healthy, safe, clean and pleasant environment and facilities for the animals and the public.
- Promoting a humane and caring attitude toward all animals.
- Treating all animals humanely, properly, and with compassion at all times, regardless of the situation or circumstance.
- Assisting in the vaccination, examination, performance of medical treatments, and, euthanasia as needed.
- Maintaining a friendly demeanor and providing good customer service while assisting with adoptions.
- Working courteously and cooperatively with other staff members.
- Ensuring that adequate supplies are in stock.
- Filling in for other areas and performing other tasks/functions as needed, including helping out at special events.

Specific Job Skills:

- Two plus years of dog behavior, training, and handling experience.
- An understanding of, and commitment to, the no-kill philosophy.
- Strong interpersonal, communication, customer service, and time management skills essential.
- Affection for animals, concern for their welfare, and a willingness to accommodate animals in the work place.
- Ability and initiative, working with minimal supervision and direction.
- Maturity, good judgment and a professional personal appearance.
- Experience and comfort working with computer programs.
- Ability to read, write and understand English required.
- Ability to identify problems or patient conditions (medical and behavioral) that need to be brought to the attention of the immediate supervisor or the veterinary technician.
- Treat people and animals with respect; contribute to effective teamwork; and, foster public relations beneficial to the shelter and its programs.

- Familiarity with animals, knowledge of animal behavior or experience volunteering or working with a rescue group, humane society, foster care involvement or other animal welfare agency are a plus.
- Comfort and ability to work with animals of unknown disposition and those who may exhibit medical and other problems, as well as aggressive tendencies.
- Rabies inoculations are required or must be waived.

Physical Requirements:

- Physical ability to walk and/or stand on your feet throughout a normal workday required.
- Physical ability to engage in repetitive motions of legs, arms, and hands, to hear, to see, to move animals and goods.
- Physical ability to push up to 150 pounds and carry up to 50 pounds regularly throughout a normal workday required
- Allergic conditions, which would be aggravated when handling or working with animals, may be a disqualification.
- Working conditions include working alone, working outside in varying weather conditions, frequent interruptions, and some evening meetings/classes.

Educational Requirements:

High school graduation, plus two years of public contact work or volunteer experience, preferably working with animals.

Availability: NHS is open seven days a week, as animals need daily care. Availability and a willingness to work a flexible schedule are a plus.

Department: Dogs

Non-Exempt: Non-exempt, full-time position

Must be at least 18 years of age.

Immediate Supervisor: Dog Care Manager

Non-Exempt Position: Minimum of eight hours per day, 40 hours per week. Daily reporting hours and days of the week may vary according to the needs of the department schedule. Includes weekend and holiday work.

Job Scope

Performs duties independently with minimal supervision, operating from specific and definite directions and instructions. Decisions are of a routine nature made within prescribed operating guidelines, policies and procedures. Mistakes/errors may result in work stoppage, loss of business, poor customer relations, and/or damage to property or harm to the animals, all of which can have negative implications for the organization.

We want to make employees aware that from time to time we euthanize animals who are sick or injured. Also, from time to time we need to end the life of a dog who has displayed aggressive tendencies and who poses a risk to public safety or to the safety of other animals.