**Humane Society of Washington County**

**13011 Maugansville Road**

**Hagerstown, MD 21740**

**Job Description**

**Job Title: Life Saving Programs Assistant**

**Department: Life Saving Programs**

**Salary Range:**

**Job Code: Non-Exempt**

**Reports To: Life Saving Manager**

**Job Status: Part-Time (30 hours)**

**Created Date: March 28, 2023**

Essential Duties

Assists Lifesaving Department in all aspects of work aimed at measurably improving the quality of life for animals in the shelter's care and the quantity of lives we can save. This position assists with Foster Care, surgery paperwork, Canine and Feline Assessments, as well as Behavior and Enrichment.

Tasks and Responsibilities

* Under the direction of the Life Saving manager, provides support to the Foster Care Program as well as to the Canine and Feline Coordinators.
* Assist with identifying high-priority animals in need of a foster home, assist with instructing fosters, and following up on specific animals in their care.
* Assists with completing and distributing surgery paperwork.
* Assists with canine assessments as needed.
* Assists with life-saving programs, including but not limited to animal transports, return to field, and breed rescue partnerships.
* Offers hands-on support during Foster Medical Clinics as deemed necessary by the Life Saving manager.
* Promotes communication and cooperation through email, conversation, and a willingness to assist where help is needed.
* Ensures that policies and procedures are being followed by staff and fosters.
* Utilizes computer programs to collect statistical data relative to animal behavior and training program.
* Ensures quality client services are provided to patrons, visitors, staff and volunteers.

Qualifications

* Ability to multi-task in a fast-paced environment
* Natural eagerness to learn, help, and be part of a team.
* Ability to learn humane animal capture and humane restraint methods and the ability to interpret animal body language.
* Passion for saving animal lives.
* Candidates must be able to work both independently and collaboratively.
* Strong attention to detail and customer service skills
* Availability to work daytime, evenings, and alternating Saturdays as needed.
* Formal animal care experience a plus.
* Candidates must be committed to treating animals with kindness and respect.
* Willingness to deal with conflicts, questions, and problems in a professional manner and with consideration for the good of the organization.
* Ability to follow the HSWC Standards of Conduct.
* Basic understanding of Microsoft Word and Excel and ability to quickly and efficiently learn other data systems.
* Follow all procedures established to maintain a safe work environment including using Personnel Protective Equipment (PPE), safe animal and chemical handling, reporting all near misses and accidents.
* All other duties as assigned.
* Must possess a valid Driver’s License and insurable driving record and ability to operate animal care vehicles including vans.

Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

*Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.*