

**Humane Society of Washington County  
13011 Maugansville Road  
Hagerstown, MD 21740**

## **Job Description**

**Job Title:           Receiving Technician I and II**  
**Department:       Animal Admissions**  
**Job Code:           Non-Exempt**  
**Reports To:        Animal Admissions Supervisor**  
**Job Status:         Part-Time**  
**Revision Date:     September 4, 2018**

### Essential Duties

Working under the direction of the Animal Admissions Supervisor or their designee, the Receiving Technician functions as part of the Admissions team – working independently and collaboratively to provide clean, safe intake exams and vaccination of animals coming into the shelter.

### Tasks and Responsibilities

- Provides basic intake of animals coming into the shelter including physical exam, subcutaneous vaccinations, venipunctures for blood tests, deworming, parasite diagnosis and treatment, basic ear/wound cleaning and evaluate overall health/physical condition.
- Evaluates medical conditions
- Safely handles and restrains animals using low stress handling techniques and personal protective equipment.
- Minimizes disease transmission by maintaining high standards of cleanliness of all animals, equipment and cages.
- Cleans and cares for animals in the Receiving room.
- Cleans Receiving Clinic room and equipment.
- Enters previous medical records, intake information and pictures into shelter software
- Works collaboratively with Health and Behavior Coordinators to move animals out of Receiving when intake is done and space is available.
- Notifies the Community Engagement Director, Animal Care Director or Health and Behavior Coordinators of high priority medical conditions that may need to be sent to a veterinarian for further evaluation or treatment.
- Assists with restocking Receiving Clinic supplies.

### Qualifications

- Ability to multi-task in a fast-paced environment
- Candidates must be able to work both independently and collaboratively
- Strong attention to detail and client service skills
- Strong oral and written communication skills
- Ability to operate animal care vehicles including vans
- Availability to work daytime, evenings, weekends, and holidays
- Formal animal care experience a plus
- Candidates must be committed to treating animals with kindness and respect
- Report all damage and needed repairs for equipment or facility to the AAM or their designee.
- Transport animals to various locations as needed following standard state laws.
- Deal with conflicts, questions, and problems in a professional manner and with consideration for the good of the organization.
- Follow the HSWC Standards of Professional Conduct.
- Organized and efficient with large amounts of medical information.
- Perform humane euthanasia and prepare bodies for rabies testing as directed (when trained)
- Filling in for other areas and performing other tasks/functions as directed by the AAM or their designee.
- Follow all procedures established to maintain a safe work environment including using Personnel Protective Equipment (PPE), safe animal and chemical handling, and reporting all near misses and accidents.
- Must be at least 18 years of age, have a high school diploma or GED and a valid driving license with clean record.
- Ability to learn animal first aid and CPR, perform euthanasia, basic laboratory techniques and basic animal grooming techniques.
- Ability to identify signs of animal illnesses, diseases and injuries, animal species, breeds, ages, and gender.

- Basic math skills to calculate medication dosage for animals.
- Ability to learn humane animal capture and humane restraint methods and the ability to interpret animal body language.
- Good interpersonal and communication skills.
- Basic computer skills.
- Ability to follow direction and/or instruction as given either orally or written.
- Must have insurable valid driver's license.
- Ability to be vaccinated with pre-exposure rabies.

#### 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 5 – 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.*