Job Title: Feline Intake Technician

Category: Nonexempt, Full-Time Position (37.5 hours per week)

Schedule: Monday through Friday, 8:00 am – 4:00 pm

Status: Immediate Opening

Basic Function: The Feline Intake Technician (FIT) oversees the care, cleanliness, welfare, general health, and shelter living environment of the felines residing in the Intake area. FIT will work closely with Feline Coordinator and Medical Care Coordinator to ensure the efficient feline transition from intake to the adoption floor. FIT will also be responsible for other important general tasks that contribute to the smooth operation of the shelter.

Responsibilities:
- Clean and maintain all animal cages and general areas of each intake room as dictated by shelter protocols
- Feed and provide water for all animals in assigned space
- Provide daily enrichment for animals on a rotating basis
- Monitor the daily health and welfare of all animals (signs of illness, lack of appetite, weight loss, or failure to thrive) in intake and provide daily written and verbal updates to appropriate staff
- Administer medicines as approved by appropriate staff
- Assist with documenting, screening, and the initial care of incoming animals
- Periodically clean public areas as assigned
- Complete other duties and/or special projects as requested by Director of Shelter Operations

Organizational Relationships:
- Report to Director of Shelter Operations
- Work closely with Feline Coordinator and Medical Care Coordinator to monitor and implement prescribed health and care protocols
- Work closely with Feline Coordinator to assist with documentation and preparation of incoming felines

Qualifications:
- Experience working with and handling felines
• Passion and respect for companion animals
• Attentive, diligent, and solid work ethic
• Strong interpersonal, writing, and communication skills
• Organized, detail oriented, and able to multi-task and complete work in a timely and professional manner
• Able to work as part of a team in a shelter setting as well as work independently
• Flexible to periodically work additional hours to cover staff vacation and/or sick leave periods
• Able to work in conditions that include exposure to unpleasant odors, allergens, loud noises, some chemicals, fleas, ticks, and other potentially zoonotic diseases
• Commitment to Second Chance Animal Center mission
• Must have high school diploma or GED
• Valid driver’s license

Benefits:
• Health insurance (employee only) with Health Equity benefit
• Prorated, paid vacation and sick leave
• Paid holidays
• Able to participate in Dental Insurance and AFLAC insurance programs (self-funded)
• Participate in Simple IRA (retirement) program
• Discounted animal care services
• Learn how to care for companion animals
• Work with enthusiastic and passionate staff

Compensation: $16.00 per hour