

Capital Humane Society
Lincoln, Nebraska
“Shelter – Protect – Educate”

Job Title: **Pieloch Pet Adoption Center-Adoption Counselor**

Primary Location: Pieloch Pet Adoption Center at 6500 South 70th Street (70th and Hwy 2)

Responsible to: Lead Animal Care Worker

Wage: \$12.60/hour with benefits. Non-negotiable.

Position Summary: Adoption Counselors are generally responsible for ensuring that cages and kennels are maintained in a clean and sanitary condition, observing health problems in animals and reporting them, assisting in the maintenance of buildings, and helping the public select new pets and promoting responsible pet ownership. Specific duties are as follows:

1. Responsible for cleaning cages and kennels as assigned.
2. Responsible for observing any health problems of animals and reporting them to the Director of Operations or Veterinary Technician.
3. Ensures that all animals have been fed and watered properly.
4. Responsible for county calls as assigned, including after hour calls.
5. Responsible for building/grounds cleanliness and maintenance as assigned.
6. Assists in euthanasia in a manner consistent with safety and compassion.
7. Assists patrons of Capital Humane Society in person and over the telephone.
8. Conducts interactions and completes adoptions between adoption animals and potential adopters.
9. Ensuring the office and public areas are kept clean.
10. Proficiency in Shelter Buddy.
11. Interacts with customers and volunteers in a manner that reflects well on our organization.
12. Other duties as assigned.

Qualifications: Ability to get along well with people and animals. Must demonstrate ability to communicate and work well with the public and co-workers. Must possess a valid Nebraska driver's license and be insurable by the Capital Humane Society's insurance carrier. Must be able to lift up to 25 lbs. throughout the day. Must be willing to undergo pro-rabies vaccinations at the expense of Capital Humane Society.