



WHATCOM HUMANE SOCIETY - JOB DESCRIPTION

JOB TITLE	Wildlife Admissions Intern
FUNCTIONS	To assist wildlife center staff in admissions tasks at the wildlife center, including but not limited to answering phones, intaking patients, and answering emails.

DUTIES AND RESPONSIBILITIES:

1. Ensure that humane care and proper attention is provided for all wild animals in the Society's care.
2. Perform all duties and tasks according to Washington State laws and wildlife center protocols.
3. Arrive on time for shift and work through the duration of the scheduled shift.
4. Be prepared and willing to assist/communicate with staff and other personnel.
5. Be flexible with scheduling as schedules often change.
6. Being productive while on shift and taking initiative.
7. Follow all wildlife center protocols, binders and manuals.
8. Safely and effectively handle, restrain and care for all patients assigned.
9. Assist all personnel during shifts.
10. Complete daily admissions tasks which may include:
 - a. Listening to messages and conducting follow-up calls.
 - b. Tending to phone communications with the public and all agencies.
 - c. Accurately filling out the call logs.
 - d. Answering the door and the gate.
 - e. Intake of new patients.
 - f. Filling out electronic patient records.
 - g. Responding to emails.
 - h. Filing of paperwork.
 - i. Monitoring staff cell phone.
 - j. Coordinating transfers, transports, pick-ups and rescues.
11. Be able to maintain a level of skill set once documented training has occurred.
12. Communicate with the wildlife center manager for all grievances.
13. Other duties as assigned.

QUALIFICATIONS:

1. Ability to work well and communicate professionally with all personnel and the public.
2. Ability to work in the described working conditions described below.
3. Humanitarian focus in regards to all animal species.
4. Ability to follow and carry out all protocols.
5. Mature, honest, hard – working, ability to work independently and in a group setting.
6. At least 18 years of age, good physical health, the ability to lift 50 lbs. and pass a physical examination.
7. Must disclose all medical conditions relating to job performance.



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8. Highly motivated toward the welfare and humane treatment of all animals.
9. A strong belief in the Society's mission and activities.
10. Ability to organize, prioritize and manage multiple tasks.

WORKING CONDITIONS:

Must work irregular hours including: overnight shifts, 8 - 10 hour shifts, weekends and holidays. Be able to deal with unruly, vicious, and dangerous animals humanely. Be able to work in a fast paced environment and stressful situations. Be able to carry out strenuous physical activity, including being on your feet for at least 4 hours at a time, no guaranteed breaks, lifting and carrying heavy objects/animals, and other physically demanding tasks as assigned. Be willing to carry out repetitive tasks. Be prepared to have exposure to parasites and infectious diseases. Be prepared, able and willing to work in all climates and weather exposures in Washington State. Be willing and prepared to assist staff after hours and on days off for emergencies. Be prepared and willing to work solo as well as with up to 10 people at a time depending on patient needs.

The organization reserves the right to change the job duties and responsibilities, as business requires. This job description does not constitute a written or implied contract of employment.

Date

Signature