Dane County Humane Society
Helping People Help Animals

5132 Voges Road • Madison, WI 53718
(608) 838-0413 • giveshelter.org

Job Title: Full time Admitting Technician

Reports to: Admitting and Intake Supervisor

Pay Rate: $15/hour; 40 hours per week

Scope of Position: Responsibilities include admitting exams and vaccinations for all incoming animals, medication of sick and injured animals, keeping detailed records and animal movement within the shelter. We are looking for team-oriented individuals with good communication and people skills, critical evaluation and observation skills, and strong animal handling experience.

Duties and Responsibilities:

Intake Examinations **50%**

- Perform physical examinations on incoming animals
- Administer vaccinations and treatments according to protocol
- Identify issues in need of further medical attention
- Venipuncture as needed
- Maintain accurate and detailed records

Administer daily medications **25%**

- Start treatments according to established protocol
- Prepare and administer daily treatments to sick and injured animals throughout the shelter
- Monitor response to treatment in isolation areas
- Maintain accurate records
- Report any concerns to Animal Medical Services staff

Microchip and prepare medications for animals being adopted **15%**

- Implant microchips in cats and dogs prior to adoption as needed
- Prepare medications to be sent home with adopters

Additional Job Duties **10%**

- Movement of animals from admitting rooms to appropriate locations within the shelter
- Maintaining inventory in admitting rooms and treatment areas
- Maintain cleanliness and order in admitting rooms and treatment areas
- Additional duties as assigned

Qualifications/Requirements:

- High school or equivalent with advanced trained and/or experience preferred.
- Critical evaluation and observation skills
- Must be able to handle a variety of animals including dogs, cats, small mammals, birds, reptiles, and feral cats in a safe and humane manner.
- Basic knowledge and ability to understand aspects of disease and the cause and treatment of animal-related problems.
- Good public relations and communication skills.
- Computer literate.
- Must be able to life and carry 50 lbs. safely.
- Acquire and possess a thorough understanding of and dedication to the philosophies of animal welfare.

To Apply:

Please fill out an application at https://survey.alchemer.com/s3/7075458/DCHS-Employment-Application

Staff Equal Employment Opportunity Statement:

At Dane County Humane Society, we know our work of helping people help animals directly benefits from having a diverse and inclusive workforce. DCHS is proud to be an equal opportunity employer that strives to represent the community it serves by employing people with a variety of backgrounds, perspectives and skills. Diversity and inclusion are celebrated and embraced at Dane County Humane Society. We will not discriminate against or give preference to any person because of race, color, religion, age, sex, national origin, handicap or disability, ancestry, sexual orientation, gender identity or expression, marital status, arrest or conviction record, genetic information, veteran status or other class protected by applicable law. DCHS puts people first and we are happy to work with employees and applicants to remove barriers and put any necessary accommodations into practice.