



# Foster Care Coordinator

**Supervisor:**

Animal Admissions Supervisor

## JOB DESCRIPTION

**Summary:** Actively promotes, supports, and gives leadership to foster program in order to increase adoptions and save more lives.

**Duties and Responsibilities:**

**Foster Care Duties:**

- Serve as contact for all foster homes
- Responsible for development and management of all SafeHaven foster volunteers and their animals
- Maintain records and conducts home visits (if needed) of foster homes in accordance with the guidelines set forth by SafeHaven
- Provide orientation materials to all foster and rescue volunteers plus coordinate training sessions as needed
- Responsible for reviewing and updating foster volunteer written information, training materials and records
- Recruit, interview, and screen foster volunteers and maintain database of all foster volunteers
- Schedule/manage foster animals for proper and timely vaccinations/ check-ups/ and spay/neuter surgery appointments
- Work with Animal Care Supervisor to schedule space for foster animals to return to SafeHaven when they are ready
- Develop monthly foster statistical information for SafeHaven
- Keep foster families connected with weekly emails, follow ups, and checking in to see how everything is going
- Make sure thank you notes are sent in a timely manner
- Ability to use needles and syringes to draw up and administer: blood, vaccinations, SQ fluids, microchips, and medications when needed
- Ability to properly and safely restrain animals during a health exam
- Ability to lift and restrain up to 100 pounds with assistance
- Ability to safely groom and trim animal's nails if needed
- Recognizing animal body language and potential behavior issues

- Communicate with the public in a positive, educational manner and have the ability to work cooperatively with people, regardless of the context of the situation
- Recognizing animal viruses, diseases, and other health concerns

### **Marketing:**

Create attractive, informative, and creative kennel cards for animals coming out of the foster care program. Advertisement of foster care program to gain more volunteer foster homes. Work with Marketing Department on marketing difficult animals or animals that need special needs.

### **Other duties as assigned by Manager.**

### **Competencies:**

- Strong interpersonal skills: Must be able to relate and confer with the Executive Director, managers, and assist staff in a positive way
- Good written and verbal communication skills
- Exercise good judgment when dealing with the public and when making decisions
- Ability to make sound judgments and work independently or in a team setting in a fast-paced environment
- Demonstrate the ability to juggle multiple tasks and demands
- Experience in animal breeds, handling, behavior and shelter operations
- Proven organizational skills and attention to detail (effective record keeping ability)
- Ability to use sound judgment when dealing with confidential information
- Support the mission of SafeHaven and be able to professionally advocate SafeHaven's position on issues
- Knowledge of animal health, care and welfare and the ability to work with animals
- Strong animal handling skills and knowledge of animal breeds and colors
- Computer knowledge, ability to learn shelter software (Pet Point). Basic computer skills (Microsoft Windows/Office environment)
- A "can do" team player attitude and willingness to go the extra mile. Ability to maintain professional composure in an often stressful and emotional work environment
- Preferred candidates will have knowledge of health care, behavior, breeds, control and handling of dogs, small pets and other animals. Candidate will also possess an understanding and recognition of common diseases of animals and how to treat, and considerable knowledge of safe procedures for handling animals
- Must be able to communicate with the public in a positive, educational manner and have the ability to work cooperatively with people, regardless of the context of the situation. Must have demonstrated safe working habits for self, the animals and the public. Preferred candidates will have experience with dog training or behavior modification. Ability to safely administer SQ fluids, vaccinations, and microchips.

### **Education/Experience:**

- Must have basic working knowledge of animal care requirements
- Three years of experience in animal welfare, previous shelter assistant experience or equivalent work experience
- Minimum two years of working with the public and customer service

**Additional requirements**

- Must be able to work holidays and weekends as assigned, meet the physical requirements of the job, and be bondable. Candidates must have a valid Oregon driver’s license and be insurable through SHHS company insurance policy. Candidates must be able to take “emergency” cell phone home 7 days a week for foster care/animal emergencies.

**Working Conditions:**

Will have regular contact with animals with varying temperaments and physical conditions. Will work directly with animal waste, kennel cleaners and disinfectants. Will have access to protective equipment.

**Physical Demands:**

Must be able to remain in a stationary position on concrete and be able to move minimum of 50 pounds frequently. Work performed both in and out of the shelter requires moving, constantly positioning self, and consistently works in both indoor and outdoor weather condition.

EOE M/F/V/D

**Signatures**

This job description has been approved by all levels of management:

Executive Director \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_