

Job Description

Job Title: Foster Care Coordinator
Department: Foster Care/Animal Care
Job Code: Non-Exempt
Reports To: Manager of Life-Saving Programs
Job Status: Full-Time
Revision Date: December 21, 2021

Essential Duties

Actively coordinates, promotes, and grows the HSWC Foster Care program in order to move animals into Foster Care homes until they are adoption ready. Maintains foster care program records and statistics. Provides high-quality service to volunteers participating in the Foster Care program.

Tasks and Responsibilities

Foster Home Coordinator

- Serves as primary contact for all foster care volunteers
- Coordinates placement of animals in appropriate volunteer foster homes. Includes placement of Field Service case animals on an as needed basis.
- Maintains all records on foster providers, animals out in Foster Care and incoming records from the foster providers.
- Strives to ensure a seamless transition from the shelter to the foster home and back, both for the animals and foster family.
- Completes all required paperwork in a timely manner as determined by manager.
- Provides orientation materials to all foster volunteers and coordinates training sessions as needed.
- Responsible for reviewing and updating foster written information, training material and records in a timely fashion.
- Recruits and screens foster volunteers; ensures that foster volunteers adhere to organizational expectations and guidelines
- Maintains database of foster volunteers, including categorized groups for quick communication and placement of animals.
- Schedules/manages foster animals for proper vaccine and health check-ups; adheres to strict booster schedule.
- Meticulously maintains individual Chameleon records for each animal in foster care, ensuring that all medical issues, appointments, and procedures are accurately documented.
- Schedules spay/neuter of foster animals and communicates pre-op and post-op instructions to foster.
- Ensures that all surgery paperwork is entered correctly and that animals returning from foster care are brought back into the shelter via Chameleon.
- Support foster care volunteers who organize offsite adoption events. Includes gathering supplies, paperwork, and arranging animals for event.
- Manages, monitors, and regularly updates information on foster care Facebook pages
- Maintains a clean and organized workspace that is welcoming to volunteers
- Maintain Foster Care supplies and foster trailer, ensuring that supplies are available to the foster care volunteers.
- Works along-side foster volunteers who run foster clinics. Ensures that all appointment information is entered into Chameleon and that foster providers are aware of when their fosters need to come for their next appointment.
- Ensures that fosters who run foster clinic are properly trained in all aspects of examining foster animals and administering vaccines, fluids, etc.
- Is available when possible to speak with clients bringing in kittens under 8 weeks to attempt to convert them from finders to fosters.
- Maintains and monitors the back end of the private foster site

Off Season

- Works to grow the foster base and to ensure fully trained fosters are on deck and ready for incoming animals.
- Reviews previous year's data, and uses findings to update all materials, including trainings, before the new season begins.
- Organizes fundraising opportunities for the foster program, including the annual Kitten Shower.

- Ensures that new fosters are in the proper email groups for what they are willing to foster, such as pregnant moms, moms with kittens, neonates, etc.

Qualifications

- Hands on experience with animals strongly preferred.
- Computer skills required, including the basic ability to work in Word, Excel, and PowerPoint.
- Must be willing and able to learn how to effectively navigate Chameleon database within 90 days of employment.
- Must be comfortable leading online and in person foster orientations and trainings.
- Must have the ability to stay organized and to multi-task in a fast-paced environment
- Ability to identify signs of animal illnesses, diseases and injuries, animal species, breeds, ages, and sexes.
- Basic math skills to calculate medication dosage for animals and willingness to vaccinate animals.
- Ability to learn humane restraint methods and the ability to interpret animal body language.
- Candidates must be able to work both independently and collaboratively and willing to accept constructive criticism aimed at strengthening the foster program.
- Must be flexible and willing to make adjustments to more effectively meet the organization’s goals
- Strong attention to detail and client service skills
- Strong oral and written communication skills
- Ability to operate animal care vehicles
- Availability to work daytime, evenings, weekends, and holiday
- Candidates must be committed to treating animals with kindness and respect
- Willingness to deal with conflicts, questions, and problems in a professional manner and with consideration for the good of the organization.
- Ability to follow the HSWC Standards of Conduct.
- Ability to ensure shelter, storage areas, animal housing areas, and prep room area are neat and orderly.
- Willingness to perform humane euthanasia after training
- Cooperative work ethic and willingness to fill in for other areas and performing other tasks/functions as requested
- Follow all procedures established to maintain a safe work environment including using Personnel Protective Equipment (PPE), safe animal and chemical handling, reporting all near misses and accidents
- All other duties as assigned.
- Must possess a valid Driver’s License and insurable driving record.

Working Conditions

Work environment may have regular exposure to adverse environmental conditions, such as zoonotic disease, parasites, dirt, dust, pollen, odors, humidity, rain, fumes, temperature and noise extremes, pathogenic substances, animal attacks or animal bites. The noise level in the work environment can be very loud. Occasional lifting of up to 50 pounds with reasonable accommodation. Standing on feet for 8 – 10 hours per day. Computer usage.

Employment Disclaimer: This job description is not a contract. Management reserves the right to change its contents at any time. The HSWC complies with guidelines set forth in the Americans with Disabilities Act of 1990 and does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, age, disability, or status as a disabled veteran or veteran of the Vietnam era. This organization is an Equal Opportunity Employer. The Humane Society of Washington County is an at-will employer.

Signature

Date