



Job Description

TITLE: Foster/Rescue Specialist

Apply for this opening by clicking here: [Job Application Link](#)

FLSA: Non-Exempt (hourly)

REVISED: April 25, 2017

REPORTS TO: Animal Relocation and Transport Manager

SUPERVISES: None

Position Summary:

Responsible for assisting Foster and Rescue Coordinators in duties related to working closely with animal rescue groups and foster care providers to assure compliance with all company policies on rescue and foster care processes. Assists in the planning and completion of necessary arrangements and expedites documentation to assure most efficient and effective animal transition.

Essential Duties and Responsibilities:

- Assists rescue and placement groups according to The Animal Foundation policies and procedures.
- Ensures that all approved rescue groups have proper and current paperwork on file.
- Prepares all paperwork and coordination needed for rescue and placement groups to take an animal from The Animal Foundation.
- Assists in the monitoring of Rescue Tracking and Pre-Foster reports.
- Contacts rescues when an animal has been recommended for rescue by the medical or behavior teams.
- Contacts fosters with the opportunity of fostering in addition to coordinating foster exams.
- Handles paperwork needed for the fostering of animals.
- Enters notes in Chameleon system to ensure all staff knows status of foster and rescue animal disposition.
- Orients fosters with animal care information, answer questions that arise while animals are in foster homes.
- Works closely with the medical and behavioral evaluation teams to assess the need and availability of fosters and rescues.
- Able to make educated decisions on behalf of The Animal Foundation and animal's best interest.
- Recommends changes to the program to become more efficient, expand educational materials for fosters, and develop a program to promote adoptable animals in foster care.
- Maintains a professional appearance at all times.
- Provides information and assistance to internal and external customers as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a work team.



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Education and Experience Requirements:

- Equivalent to a high school diploma.
- One (1) year of experience in an animal welfare or animal shelter setting.
- Equivalent combination of formal education and appropriate related experience may be considered.

License & Certification Requirements: None

Required Knowledge and Skills:

Knowledge of:

- Principles and practices of program management.
- Animal breeds and characteristics.
- Animal health, nutrition, and humane care.
- Standard office practices and procedures, including record keeping systems and the operation of office equipment, computers, and associated software.
- Techniques for dealing effectively with co-workers and the public, in person and over the telephone.
- Correct business English, including spelling, grammar and punctuation.

Skill in:

- Ensuring the practice of animal health/welfare according to policies and procedures of The Animal Foundation.
- Working with community groups to achieve desired objectives.
- Dealing tactfully and effectively with staff, volunteers and the general public.
- Use of business software and associated computer hardware.
- Communicating effectively in oral and written forms.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Preparing clear and concise reports, correspondence, instructions and other written materials.
- Communicating, relating and interacting with a variety of individuals from various socioeconomic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.

Working Conditions and Physical Effort:

Physical ability and mobility to work in a typical office environment. Strength to lift and/or move materials weighing up to 10 pounds frequently, 25 pounds occasionally. Vision to read printed materials. Stamina to sit and work with computer for an extended period of time. Hearing and speech to communicate in person or over the telephone. Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Job incumbent is continuously exposed to animals, animal waste, potentially harming cleaning chemicals, high noise and potentially hazardous conditions, including the risk of animal bites and occasional work



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outdoors for extended periods of time while exposed to cold and extremely hot temperatures.

All employees work in a culture of continuous improvement and are expected to support our mission. Employees must be able to clearly articulate our goals, actively participate in outstanding customer service, and accept responsibility for maintaining our culture of philanthropy.

This job description is intended to describe the general nature and level of work expected of this position. This description is not intended to be construed as an exhaustive listing or description of all responsibilities, duties and skills required of incumbents in the job.

I have read and understand the above to be a general description of the duties, physical demands and occupational exposures of the position for which I am being hired.