Job Description

Foster Program - Greenville Humane Society

Reports to: Executive Director, Operations Manager, and Medical Director.

Requirements: at least High School diploma and experience working with animals, preferably in a shelter environment. Veterinary technician experience helpful. Must be able to lift 50 lbs.

Duties include but are not limited to: Responsible for:

- Responsible for placing animals, deemed eligible by Adoption Manager, into foster homes.
- Responsible for maintaining all relevant records for animals currently in foster care.
- Responsible for maintaining up to date records on all foster parents, i.e. which type of animals they will foster, whether they will take sick animals or just underage etc.
- Coordinate pick up and drop off of foster animals.
- Responsible for building a process to handle unscheduled animal drop offs.
- Responsible for health checks to ok animals for return to Adoption Center.
- Have a working knowledge of medicines prescribed to foster animals and be able to explain to foster parents their use and effectiveness.
- Responsible for medication/supply inventory and ordering.
- Responsible for keeping the medications and supplies neat and clean in the pharmacy.
- Responsible for monthly and annual statics given to the Human Resource Manager and Executive Director.
- Responsible for logging each animal given medications and reasons why given.
- Provide daily count of animals currently in foster care and those expected back to Operations Manager and Adoptions supervisor to maintain proper animal inventory count, with a copy of the weekly report to be delivered to the Executive Director.
- Responsible for leaving detailed instructions of any changes or important information about an animal to the foster assistant manager.
- Responsible for scheduling and delivering animals for private veterinary appointments.
- Medicating/treating shelter animals.
- Moving sick animals into treatment rooms.
- Updating or creating new medical treatment sheets when needed.
- Restaging animals in Petpoint if sick, medical hold or in a foster home.
- Examining a possible intake admissions animal if requested.
- Examining animals in the process of adoption at an adoption counselors/managers request.
- Labeling animal kennel cards on the adoption floor that are in need of foster homes.
- Placing medical memo/alerts for animals with special needs, on medications or only available for foster.
- Leaving the kennel staff specific cleaning or housing instructions about an animal or area.
- Insuring staff members and managers are aware of any animals in non-labeled locations i.e. offices, pharmacies etc.
• Checking out an animal (s) into a foster home.
  o Completing a foster contract in petpoint and ensuring the foster parent’s signature.
  o Completing a foster parent instructions sheet including the medication and feeding instructions and return date.
  o Getting all supplies needed for the foster parent
    ▪ Medications, leash, collar, crate, food etc.
  o Ensuring the foster home is the right fit for the animal (s)
  o Ensure the foster parent completes, signs, and has all necessary paperwork.
    ▪ Petpoint contract and instruction sheet.
  o Ensure the foster parent is familiar with administering medications, symptoms to be aware of, policies/protocols, and when to return.
  o Logging the animal in the foster sign in/out book.
  o Marking the animals return date in the calendar.
• Checking in animal (s) returning from foster homes.
  o Ensuring the animals is healthy.
  o Placement of animals in building if still sick.
  o Administering needed vaccines and treatments.
  o Updating vaccines and treatments into petpoint.
  o Submitting exams into petpoint including:
    ▪ Condition(s), treatment(s), Procedure(s)
  o Updating the animal stage/location and completing a foster contract in petpoint.
  o Marking the animal for surgery if needed.
  o Marking the animal ready for the adoption floor when finished.
• Communicating/emailing to foster parents with questions or concerns.
• For all tasks provided by the veterinarian during the daily walk through.
• Entering new foster applications to Petpoint and Foster Email List.

• General Cleaning includes:
  o Sweeping/ mopping
  o Laundry
  o Cleaning Kennels
  o Restock of supplies (medications etc.)

• Technical skills include:
  o Blood draw
  o Administer injections all routes
  o Microchiping
  o Administer oral medications
  o Animal restraint
  o Knowledge of Microsoft Word and Microsoft Excel

• Skills and Abilities:
  o Ability to lift 50lbs
  o Ability to be flexible and adaptable to changing conditions
- Ability to work independently while also following direction when required
- High level of time management and organizational skills.