Job Description

**Foster Assistant-Greenville Humane Society**

**Reports To**: Foster Manager, and Foster Medical Director

**Requirements**: High School Diploma or an equivalent. Shelter and/or veterinary assistance experience required.

**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.
* Have a working knowledge of medicines prescribed to foster animals and be able to explain to foster parents their use and effectiveness.
* Responsible for scheduling and delivering animals for private veterinary appointments.
* Leaving the kennel staff specific cleaning or housing instructions about an animal or area.
* Medicating/treating shelter animals at the direction of the Foster Manager.
* Moving sick animals into treatment rooms at the direction of Foster Manager.
* Updating or creating new medical treatment sheets when needed.
* Restaging animals in Petpoint if sick, medical hold or in a foster home.
* 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.
* Checking out an animal (s) into a foster home.
  + Completing a foster contract in Petpoint and ensuring the foster parent’s signature.
  + Completing a foster parent instructions sheet including the medication and feeding instructions and return date.
  + Getting all supplies needed for the foster parent
    - Medications, leash, collar, crate, food etc.
  + Ensuring the foster home is the right fit for the animal (s)
  + Ensure the foster parent completes, signs, and has all necessary paperwork.
    - Petpoint contract and instruction sheet.
  + Ensure the foster parent is familiar with administering medications, symptoms to be aware of, policies/protocols, and when to return.
* Checking in animal (s) returning from foster homes.
  + Ensuring the animals is healthy.
  + Placement of animals in building if still sick.
  + Administering needed vaccines and treatments.
  + Updating vaccines and treatments into petpoint.
  + Submitting exams into petpoint including:
    - Condition and treatments
  + Updating the animal stage, location and completing a foster contract in petpoint.
  + Marking the animal for surgery if needed.
  + Marking the animal ready for the adoption floor when finished.
* Communicating/emailing to foster parents with questions or concerns.
* Entering new foster applications to Petpoint and Foster Email List.
* General Cleaning includes:
  + Sweeping/ mopping
  + Laundry
  + Cleaning Kennels
  + Restock of supplies (medications etc.)
  + Keep pharmacy clean and tidy
* Technical skills include:
  + Administer injections all routes
  + Micro- chipping
  + Administer oral medications
  + Animal restraint
  + Working Knowledge of Microsoft Word and Microsoft Excel.

* Skills and Abilities:
  + Ability to lift 50lbs
  + 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.