

Foster and Transfer Coordinator (Evans, CO Location)

Job Title:	Foster and Transfer Coordinator
Department:	Foster/Transfer - 05
Job Classification:	Full time, Hourly, Non-Exempt Position
Job Relationships:	Reports to Supervising Veterinarian Supervises volunteers Works closely with Veterinary Services and Behavior Teams
General Purpose:	Responsible for coordinating the Organization's animal foster care and animal transfer programs

Essential Duties and Responsibilities:

- Coordinates and ensures adequate coverage of the required animal foster and transfer duties.
- Coordinates animal foster appointments and responds to associated emergencies as required.
- Recruits, trains and supervises foster care and transfer volunteers; maintains appropriate levels of volunteers.
- Coordinates and performs animal foster home inspections.
- Coordinates movement of shelter animals into foster care.
- Coordinates and transports animal transfers to and from placement partners and other facilities, which can be out of state and overnight as needed.
- Follows PACFA regulations and guidelines.
- Creates and distributes electronic program communications.
- Responsible for annual Placement Partner recognition event.
- Creates presentations and delivers department-specific orientation and training.
- Responsible for handling, vaccinating, examining and medicating animals.
- Performs euthanasia as assigned.
- Monitors health and behavior of animals in foster care and coordinates follow-up with appropriate team.
- Meets attendance and punctuality expectations.
- Adheres to the Standards of Professional Conduct.
- Drives on behalf of the Organization.
- Works closely with Behavior and Veterinary Services teams.
- Reviews and assists with updating standard operating procedures as assigned.

Other Duties and Responsibilities:

- Assists with animal evaluations and enrichment, as needed.
- Attends meetings and participates on committees as assigned.
- Other duties as assigned.

Job Qualifications:

Education/Experience: Associate degree in biology, animal behavior, animal husbandry, a related field or equivalent work experience required. One full year work experience required. Companion animal care and handling experience required. Proven customer service experience required. Supervisory experience a plus. Previous animal foster care coordinator experience highly desirable. Animal euthanasia and vaccination certification or experience desired. Veterinary assistant or technician experience a plus. Chameleon software, or other animal shelter software, experience a plus. Neonatal animal care experience helpful and experience driving a passenger van a plus. Animal welfare experience preferred. Must be at least 21 years of age (required for insurance purposes). Bilingual English/Spanish reading, writing, understanding and speaking a plus and includes a wage premium.

Knowledge, Skills and Abilities: Knowledge of basic animal nutritional requirement; Knowledge of basic companion animal healthcare and common diseases; Knowledge of companion animal breeds, colors and behaviors; Knowledge of common animal sheltering evaluation tools; Emotional intelligence, work ethics and work integrity required; Proven solid computing skills (Microsoft Office environment; Publisher); Effective written and verbal communication skills; Skilled in public speaking; Strong organizational and record keeping skills; Proficient animal handling skills; Must become proficient in venipuncture, vaccination and euthanasia techniques; Project management and multi-tasking skills required; Ability to use independent and appropriate judgment; Able to work with companion animals of all types including exotic species; Able to work independently and in a team setting; Able to remain calm and level-headed in stressful and emotional work environments; Able to work with a diverse group of people; Able to use sound judgment when dealing with confidential information; Able to multi-task and prioritize job duties in a busy and constantly changing work environment; Able to show empathy and compassion; Able to perform basic veterinary assistant tasks; Able to identify common companion animal illnesses; Able to work a flexible schedule including evenings and weekends as required; Able to drive long distances with overnight stays as needed.

Other: Valid Colorado Driver's License and insurable driving record; have and maintain personal driving insurance meeting Colorado standards.

Working Conditions:

Work Environment: Most work is performed in normal shelter setting and in the field at foster homes and placement partners. Potential for exposure to zoonotic diseases; Potential for exposure to dangerous and fractious animals; Exposure to high noise levels when in kennel area. Potential for animal bites and scratches while handling animals. Exposure to cleaning products. Exposure to various weather conditions when working outside. Potential exposure to hay and dust. Potential exposure to deceased animals. Work schedule is generally five days a week and includes one weekend day. Driving a transfer van long distances out of state with overnight stays as needed. Overtime and attendance at some events will be required as needed.

Physical Activities: Handling animals of varying types and temperaments. Frequent lifting and carrying of up to 50 pounds unassisted and more with assistance. Potential for sitting, standing on feet or driving a vehicle for 8 hours or more a day. Kneeling, squatting, bending, cleaning cages (scrubbing/mopping), walking dogs on a leash, animal restraint and handling needles and syringes. Performing data entry and other computer work. Performing physical examinations on animals; Audibly listening and verbally communicating.

NOTE: This job description is not intended to be an exhaustive list of all duties, responsibilities or qualifications associated with the job. NOCO Humane conducts background checks, DMV checks and requires drug testing of all employment candidates.

We are an Equal Opportunity Employer. Benefits for full-time employees include options for medical and life, dental, vision and supplemental accident insurance; STD/LTD insurance; a matching 403b plan; paid time off (PTO) accrual; 9 paid holidays and more. Benefits for part-time employees include paid time off (PTO); a matching 403b plan and more.