

**Franklin County Board of Commissioners
Classification Specification & Job Description**

<u>CLASSIFICATION TITLE:</u> Foster Coordinator	<u>CLASS NUMBER:</u> 20011	<u>FLSA:</u> Non-Exempt
<u>AGENCY/DIVISION:</u> Department of Animal Care & Control	<u>JOB TYPE:</u> Full Time, Classified	<u>PROBATION PERIOD:</u> 120
<u>BARGAINING UNIT:</u> AFSCME	<u>PAY GRADE:</u> A10	<u>POSITION CONTROL #:</u> Varies
<u>POSITION LOCATION:</u> 4340 Tamarack Blvd., Columbus, Ohio 43224	<u>TYPICAL WORK SCHEDULE:</u> Shifts Vary	<u>SUPERVISOR (PCN):</u> Animal Care Manager (071020)
<u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u>		

CLASSIFICATION PURPOSE:

The primary purpose of the Foster Coordinator classification is to assess dogs for foster or adoption placement and to locate and partner with appropriate resources to facilitate dog placement for foster, rescue or adoption.

JOB DUTIES:

Responsible for assessing dogs for foster, rescue or adoption placement. Advocate and support open selection and welcome adoptions. Locate and partner with the appropriate community resources to facilitate dog placement. Maintain contact with existing/active foster homes. Be familiar with basic canine behavior. Identify animals for foster based on behavioral and health requirements. Log behavioral observations and information into shelter software. Review and approve foster applications. Train foster parents on shelter procedures and animal care. Prepare necessary medication and schedule medical follow-up appointments for dogs in foster care. Coordinate with medical team regarding dogs in foster requiring more advanced medical treatment. Keep records of each foster dog and be responsible for any ongoing veterinary care and monthly treatments such as heartworm preventative and vaccine boosters. Demonstrate the management of or solution for behavioral issues through positive reinforcement-based training methods. Responsible for transporting dogs to off-site locations. Gather foster and boarding supplies. Recruit and mentor new foster parents and adopters via in person, over the phone or via email. Always offer necessary resources to all foster parents and deliver effective communication.

Design and implement shelter improvements and protocols and assist shelter personnel fosters. Train and provide leadership to foster volunteers. Responsible for up-to-date records in shelter software. Responsible for maintaining foster program postings. Compile foster data and prepare reports. Prepare daily listing of all dogs available for foster and send out via e-mail. Clean and maintain dog care equipment – i.e. crates, bedding, bowls etc. Answer public inquiries by e-mail, phone or personal contact regrading foster care. Assist in writing descriptions and obtaining pictures and videos of dogs. Serve as back-up within the work group, as needed. Public relations appearances and/or events will be required. Administrative duties shall be required as assigned. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of employee training and development; safety practices; public relations; agency policy and procedures; counseling. Skill in equipment operation. Ability to deal with problems involving several variables in familiar context; define problems, collect data, establish facts and draw valid conclusions; maintain accurate records; transcription; dictation; use proper research methods in gathering data; gather, collate and classify information about data, people or things; cooperate with coworkers on group projects; answer routine telephone inquiries from public; resolve complaints from angry citizens and government officials; demonstrate physical fitness; demonstrate strength to lift up to 75 lbs.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High School diploma or GED, supplemented by college coursework in communications or public relations and two (2) years of professional experience caring for animals.

Additional Requirements

Required to maintain a valid Ohio driver's license.

Supervisory Responsibilities

None required.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties. This position may require you to work some holidays, evening and weekend shifts. There may be a potential exposure to high noise levels. Exposure to all weather conditions. This position may require you to evaluate and handle behaviorally challenged and potentially aggressive animals and/or zoonotic diseases.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date