

HUMANE SOCIETY

of sonoma county

Humane Society Sonoma County Job Description

Job Title:	Kitten Care Coordinator	Location:	Santa Rosa
Department:	Foster	Hours:	24 hrs/week
FISA Classification:	Temporary/Seasonal (Feb-Oct), Part-time, Non-exempt,	Reports To:	Foster Program Coordinator
Salary Range:	\$20/hour		

SUMMARY

The Kitten Care Coordinator is responsible for managing the flow, placement and return of foster kittens as well as nurturing and educating the volunteer foster caregivers. This role will be focused primarily on neonate kittens seeking emergency foster care. The Kitten Care Coordinator will be responsible for developing training materials to educate volunteers, ensuring necessary supplies are sent home with foster volunteers, answering questions about kittens' wellbeing, and providing preventative medical care during the duration of the foster assignment.

DUTIES AND RESPONSIBILITIES

- Ensures the safety and care for animals while at the shelter.
- Coordinate the transfer of kittens to the appropriate foster home matching skill level and availability.
- Schedule pick up and drop off appointments.
- Schedule medical and tech appointments.
- Schedule spay/neuter return appointments.
- Provide basic medical care and behavioral enrichment for kittens in HSSC's care.
- Work with Foster Program Coordinator and other HSSC departments to maximize efforts to help underaged kittens.
- Develop training materials for neonate kitten care including bottle baby feeding and tube feeding kittens.
- Train volunteers on policies and procedures in addition to animal skills specific to bottle baby care.
- Ensure volunteers are compliant and provide continued support and communication.
- Maintain appropriate volunteer records and database.
- Maintain and enhance volunteer communications and updates through email, telephone, in person and through written correspondence.
- Respond to foster parents in a timely fashion.
- Work with volunteers to ensure proper protocols are followed.
- Administer vaccines, dewormers, and other basic medications.
- Work with the foster team helping to identify and address medical and behavioral concerns.
- Organize supplies for foster volunteer pick up.
- May transport animals in a Humane Society vehicle and travel to other animal welfare agencies.
- Be available to work at both Santa Rosa and Healdsburg location.
- Other duties as assigned.

Supervision: This position reports directly to the Foster Program Coordinator and helps manage the foster program volunteers.

Kitten Care Coordinator

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KNOWLEDGE, SKILLS, AND ABILITIES

- Common animal husbandry, safe capture, restraint, transfer, and confinement of a variety of animals.
- Ability to maintain composure in difficult and stressful situations.
- Experience working with companion animals, bottle baby kittens a plus.
- Knowledge of cat and dog health and behavior issues, particularly those common in a shelter environment.
- Knowledge of basic animal healthcare; RVT, Veterinary Tech or other veterinary medical skills and knowledge a plus.
- Ability to handle animals safely and effectively.
- Effective record-keeping skills.
- Excellent management and organizational skills, including coordination of volunteer and staff activities.
- Must be articulate, organized and able to manage multiple priorities.
- Ability to be patient and tactful when interacting with challenging, sensitive or emotional people and issues.
- ☑ Strong written and communication skills.
- Working knowledge of Microsoft Word, Excel, and Shelter Buddy a plus.

QUALIFICATIONS

- Current and valid California Driver's License and automobile insurance meeting HSSC's minimum standard requirements.
- Maintains a high level of honesty, integrity and customer care.
- Exhibits a willingness to take on responsibilities and challenges.
- A love of both people and animals

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to walk and/or stand throughout a normal workday.
- Must be able to interact with animals.
- Must be able to do phone or computer works for blocks of time.
- Must be able to communicate effectively (speak and listen).
- Must be able to lift and move objects and animals up to 50 pounds.
- While performing the duties of this job, the employee is regularly required to sit, stand, walk, use hands to handle objects and animals/operate keyboards and telephones, reach with hands and arms, talk and hear.
- Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

The employee must transport himself or herself to and from the facility.

Work environment: The employee is generally working in a shelter environment and will be exposed to moderately loud noise levels (such as barking dogs, ringing phones), cleaning agents, animal bites/scratches, and animal waste. There is possible exposure to zoonotic diseases.

NOTES

Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time and the employee is expected to adhere to all company policies. The above information is representative

of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities.

I have read and understand this explanation and job description and am able to perform all duties contained herein.

Employee Name

Signature

Date