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## JOB POSTING

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**POSTING DATE:** 11/09/2022

**STATUS:** FULL-TIME

**EXPERIENCE:** Customer service and animal handling, prior medical experience helpful, especially experience in the veterinary field

**EDUCATION:** High school diploma and college of veterinary technology degree is helpful, will consider relevant experience and/or education

**POSITION:** FOSTER TECHNICIAN

**BASE PAY:** Salary (exempt)

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## JOB DESCRIPTION

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Execution of the San Antonio Humane Society's (SAHS) foster program, which consists of a network of volunteers whose purpose is to care for shelter animals outside the shelter in designated situations. Under the direct supervision of the Medical Manager and seeks elevated medical advice for fosters through veterinarians. Otherwise, this position is knowledgeable enough to independently make the best determinations for placement of foster pets into the care of appropriate foster parents.

**Primary Duties and Responsibilities:**

- Evaluate any presented animals daily to identify foster program eligibility
  - Monitors/Coordinates/Participates in the receiving process of foster animals (includes properly completing necessary paperwork in a prescribed manner) into the shelter including but not limited to: vaccinations, venipuncture, bathing, grooming, deworming, skin scraping, medication preparation, and other duties as assigned
  - Coordinates the placement of shelter animals into the foster care system, monitors the health and behavior of animals in foster care, and notifies veterinarians immediately with any concerns
  - Monitors/Coordinates/Participates in preparing/setting up animal kennels and related equipment for returning fosters and animals waiting for foster according to specific instructions.
  - Responsible for basic medication calculations, record keeping, and knowledge of all medical protocols.
  - Train and maintain a network of volunteers in advanced foster care to care for shelter animals
  - Communicate with existing fosters regarding preventative or medical treatments. Communicate with current fosters regarding questions or concerns through the joint Foster Facebook account (preferable) or email.
  - Assists in maintaining the foster database and updates medical records as needed for foster animals in shelter database; provides monthly foster volunteer hours report
  - Adds shelter and foster animal pictures and stories to designated shelter website and social media sites
  - Develops and coordinates the expansion of the program by adding new fosters as needed
  - Coordinates the return of fostered animals to the shelter for checkups and adoption
  - Responsible for maintaining accurate and timely monitoring of supplies and promptly communicating needs to the Medical Manager
  - Schedule will be determined by needs of the SAHS, fosters, and foster volunteers and must be communicated through Google calendar. Cooperation and coordination between foster technicians to create this schedule is required.
  - Some holidays and weekends may be required as well as possible after hours care for foster emergencies.
  - Communicate any concerns with the Medical Manager
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### **Additional Qualities:**

- Strong customer service skills, adaptability, ability to multitask and work independently as needed
- Demonstrates and supports SAHS core values – Customer Service, Adaptability, Respect, Responsibility, and Integrity.
- Basic computer skills
- Valid Texas Driver's License and insurable driving record
- Strong and effective written, verbal communication, and organizational skills
- Effective record keeping ability
- Knowledge or ability to perform or learn basic animal handling including vaccinations, deworming, weighing
- Ability to communicate effectively with veterinarians medical concerns
- Knowledge or ability to learn feeding and care of neonate puppies and kittens
- Knowledge or ability to learn basic symptoms of common animal diseases and recognize them
- Euthanasia certification or ability to become certified

### **Physical Requirements of the Job:**

- Lifting of up to 50 pounds
- Must be able to bend, stoop and reach
- Driving a vehicle
- Handling syringes and needles, animal blood, and medications
- Potential for exposure to zoonotic diseases
- Exposure to high noise levels
- Potential for animal bites and scratches while handling animals
- No known pre existing allergies to animals, hair or dander that will prevent animal handling

### **Work Environment:**

- Job may require performance of tasks that involve potential for exposure to blood, body fluids, animal and human
- Potential for exposure to zoonotic diseases
- Exposure to high noise levels when in kennel area
- Potential for animal bites and scratches while handling pets
- May be expected to work weekends, holidays, and off hours
- Candidate must be flexible with schedule changes

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