

**Animal Welfare and Protection Society
PAWS for Life
800 N. Pueblo Blvd
Pueblo, Colorado 81003**

**JOB DESCRIPTION
VETERINARY AIDE/FOSTER COORDINATOR**

REPORTS TO: Animal Shelter General Manager

POSITION OVERVIEW

The veterinary support and foster coordination position assists the veterinarian with various tasks in restraining pets, test set up, examination procedures, vaccinating animals (other than rabies), initial assessments, kennel duties, administering prescribed daily medication, maintains and tracks all medical records, and disinfection duties.

This position also coordinates the shelter's foster program with volunteers to provide both long and short-term foster care. Works closely with the veterinarian and fosters to achieve greater outcomes for animals in need. The position recruits, trains, and screens foster volunteers and helps match fostered animals with potential adopters.

QUALIFICATIONS / REQUIREMENTS

EDUCATION AND LICENSURE REQUIREMENTS

- High school diploma or equivalent.
- Graduates from Veterinary Assistant programs are desired.
- Familiar with local and state pet animal regulations (PACFA) are required.
- Previous on-the-job training desirable, but not required.
- Previous animal care background required.
- 1 Year Vet Tech/Assistant required.

PERSONAL REQUIREMENTS

- Minimum of 18 years old.
- Genuinely enjoys working with animals and can provide compassionate care for them even when stressed, ill, or in pain.
- Can stay calm and efficient during a medical crisis.
- Is well-spoken with excellent communication skills and approaches his/her job duties in a mature nature.
- Can conduct oneself in a confident and professional manner even when stressed and/or focused on individual tasks.
- Can support and be a part of a team; works well with all levels of shelter team members.
- Maintains a positive attitude and stays away from negative chatter.

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- **Physical Effort:** Work requires lifting, carrying, and restraining large or difficult animals (will be assisted by other staff members in lifting animals over 40 lbs.) Walks or stands for extended periods or time; frequently works in a bent or squatting position.
- **Working conditions:** May be exposed to unpleasant odors, noises, and animal body fluids and excrement. May be exposed to bites, scratches, and contagious diseases.

WAGE RANGE

The range for the position is based on education and experience. This an hourly position .

- \$15.00-\$15.50

PERFORMANCE EXPECTATIONS

Veterinary Support Requirements

- Knows and can follow State and Local regulatory requirements related to veterinary care.
- Coordinates and schedules all medical appointments with the shelter vet and outside veterinary services.
- Ensures animals in foster care make all scheduled appointments, may include meeting foster volunteers at appointments.
- Works with shelter staff when a concern is identified, seeks appropriate care as needed.
- Knowledge of common vaccines and vaccination protocols and can explain to clients.
- Can legibly keep accurate medical records in accordance with shelter and State policy.
- Can administer, medications, vaccines, performs SQ, IM, and IV injections, and microchips by themselves and/or with assistance.
- Can perform emergency procedures such as control of bleeding or opening airways,
- Knows common disease states and can alert veterinarians when symptoms change or when concerns arise with shelter or fostered animals.
- Can set up for vet to perform clinical laboratory procedures such as fecal flotation exams, heartworm checks, skin scrapings, urinalysis, ear cytology and fungal cultures; maintains file of lab test results and ensures that test results are recorded in patient records.
- Can properly care for ALL animals in Isolation or Quarantine.
- Can discharge patients based on the veterinarian's orders, explain necessary follow-up and homecare instructions to clients or foster parents ensuring that pets medically cared for appropriately.
- Can transfer by car, all animals to vet and spay and neuter appointments.
- Can perform physical assessments, record observations in files or on the computer in a timely manner.
- Can prepare and maintain the medical areas including proper storage & disposal of medications.
- Can properly care for all medical materials and equipment; keep all areas properly stocked and prepared.

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- Understands the importance of a clean and orderly facility, responsible for cleaning and sanitation duties and does not hesitate to clean or organize as part of a normal job duty.

Foster Coordinator Requirement

- Oversees and evaluates foster programs and conducts needs assessment, compiles data, prepares reports on foster care programs and recommends changes to improve the program.
- Supervises, assigns, trains, and evaluates work of foster volunteers and families.
- Selects shelter animals for foster programs and coordinates their transfer, transport, and ongoing care.
- Coordinates appointments with foster volunteers for home checks and facilitates adoption processes with persons interested in adopting foster animals.
- Performs basic health evaluations and treatments as directed by shelter veterinarians.
- Develops, coordinates, schedules, and leads foster care training sessions; develops training materials and related training materials.
- Accurately maintains all required records in the shelter’s database in a timely manner.
- Works directly with other shelter staff and veterinarians to determine appropriate rehabilitation, path, or maintenance for foster animals.
- Performs outreach with the community, local rescues, and professional businesses to increase support for foster program, including promoting community events.
- Contributes to the organization’s marketing and promotion efforts; utilizes social media outlets under the supervision of the social media manager.
- Performs other duties as assigned including assisting in other areas.

Language Skills: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Amount of Time Spent on Task

Task	None	Less than 1/3	1/3 to 2/3	More than 2/3
Stand				X
Walk				X

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Sit			X	
Use hands to assess, handle, or feel				X
Climb or balance		X		
Stoop, kneel, crouch, or crawl			X	
Talk, hear, smell				X

The job requires the following lifting requirements and/or exerted force be performed on the job.

Amount of Time Spent on Lifting Amount

Lifting Amount	None	Less than 1/3	1/3 to 2/3	More than 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds		X (with assistance)		
More than 100 pounds		X (with assistance)		

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust to focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this Job, the employee is may be exposed to wet and/or humid conditions. The noise level in the work environment may be loud.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.