

## POSITION DESCRIPTION

**TITLE:** Placement Specialist

**FLSA STATUS:** Non-Exempt, Part Time

**DEPARTMENT:** Placement (Foster/Rescue)

**EFFECTIVE DATE:** 9/5/17

**JOB SUMMARY:** Assist with recruitment, training and retention of foster volunteers, match animals in need of foster to appropriate homes, maintain accurate and timely records, assist with placement of animals into rescue organizations approved by Young-Williams Animal Center

**This position is supervised by:** Placement Manager

**INTRODUCTION:** Young-Williams is looking for a knowledgeable, friendly, adaptable, animal-loving people-person to work in our placement (foster/rescue) program. If the following describes you, we want you to apply!

- You know how to make up a mean batch of KMR and bottle feed kittens while answering the phone and doing data entry at the same time
- You are a super communicator who can consistently identify and relay important information that needs to be shared
- You are comfortable using the usual computer programs (Word, Excel, etc.), and are a quick learner of new software, like our shelter database, PetPoint
- You are a patient and supportive mentor to our foster parents who connect with you and trust you
- You love working with others and your co-workers can't stand the thought of working on a day you aren't there
- You're open to new ideas, comfortable with change and endlessly optimistic
- You can follow directions but aren't afraid to ask for help when you are out of your comfort zone
- You excel at finding creative solutions that make everyone happy, even in challenging or delicate situations

### **ESSENTIAL FUNCTIONS OF THE JOB INCLUDE:**

#### **Animal Care:**

- Coordinate the placement of animals in-need into appropriate foster homes
- Report the need of veterinary intervention of sick or injured animals
- Movement and set up of animals to adoptions after return from foster care
- Vaccinate, weigh, deworm and provide other treatments as directed by medical staff

#### **Administrative & Foster Support:**

- Ensure that records are entered and maintained accurately and in a timely manner
- Provide training to new foster volunteers
- Schedule and coordinate foster appointments for medical, spay/neuter and animals returning for adoption

- Provide friendly and helpful instruction to foster volunteers on how to address common medical and behavior concerns
- Prepare and provide animal care and/or supplies for foster volunteers

**Rescue:**

- Assist Placement Manager networking with rescue groups including e-mail correspondence and in-person evaluation of YWAC animals needing rescue placement
- Maintaining accurate, timely records of animals going to rescue

**POSITION SPECIFICATIONS:**

1. Required
  - a. High school diploma or equivalent
  - b. Professional or volunteer animal care experience
  - c. Minimum 2 years customer service experience
  - d. Proven ability to handle multiple tasks in a busy workplace environment
  - e. Computer skills (Microsoft Office, scheduling software, data entry)

**WORKING CONDITIONS:**

- Indoors in a high noise air-conditioned/heated building, outdoors at shelter or on-location for various activities
- Equipment use:
  - Includes use of PC, printer, copy machine, fax machine, telephone, and cleaning equipment and supplies.
- Work hours:
  - Work hours will vary
  - Evening, weekend and holiday hours will be required
- Regular exposure to animals and their bodily fluids, cleaning chemicals, fumes, dust, bites, and scratches.
- Heavy lifting and/or moving up to 100 pounds with assistance
- Regular upright movement, such as standing or walking
- Working independently, with minimal supervision
- Working in this field requires the development of self-care skills to combat compassion fatigue

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.

APPROVED: \_\_\_\_\_  
Placement Supervisor

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Director of Shelter Operations

\_\_\_\_\_  
DATE