

# Peninsula Humane Society & SPCA

## Seasonal Foster Program Assistant

<b>Job Title:</b>	Seasonal Foster Program Assistant (6 months)
<b>Division:</b>	Veterinary Services
<b>Reports To:</b>	Senior Manager, Veterinary Services
<b>FLSA Status:</b>	Non-Exempt/Full Time/Temporary
<b>Salary:</b>	\$22.00/hour

**Summary:** Provides daily assistance and hands-on support for the Foster Care Program. Ensures animals are ready to go to Foster Care, gathers necessary supplies for Foster Parents, and meets with Foster Parents when they come in for appointments. May be assigned to work in the Kitten Nursery in a hands-on capacity.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Screens animals going to foster. This includes administering vaccinations, dewormer and flea prevention as needed. Tests for Felv and FIV as appropriate.
- Responsible for contacting Foster Parents and coordinating care as directed by the Veterinary Services Programs Supervisor.
- Assists with and arranges adoptions of foster animals when appropriate under the guidance of the Senior Manager, Veterinary Services.
- Gathers supplies for animals either in foster or going to foster.
- Assists walk-in foster appointments with weights, vaccinations, and deworming.
- Under the guidance of the Senior Manager, Veterinary Services and/or the Veterinarians, prepares medications to be sent home with fosters. Provides instructions for fosters on administering medications as needed.
- Assists Veterinarians with foster appointments.
- Assists the Kitten Nursery & Lantos Veterinary Services Coordinator with nursery shifts as time permits and provided all responsibilities related to the Foster Program have been met.
- Transport kittens between shelters.

### **Supervisory Responsibilities:**

This job has no supervisor responsibilities.

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Upon hire, must pass a background check.

**Education and/or Experience:**

High school diploma or general education degree (GED); or one-year related experience and/or training; or equivalent combination of education and experience. Previous relevant experience handling animals is required. Animal handling experience in a veterinary setting is highly preferred.

**Language Skills:**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one situations to foster parents, volunteers, and other employees of the organization. Good oral and written communication skills.

**Mathematical Skills:**

Ability to add and subtract, multiply and divide. Ability to perform these operations using units, weight measurement, and volume.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Chameleon database software (or become proficient within first few weeks of hire). Basic knowledge, or become proficient with Microsoft Office Suite (Word, Excel, Outlook), computer keyboarding skills, and data entry.

**Certificates, Licenses, Registrations:**

Must have a valid California Driver's License with a satisfactory record to be insured by our insurance company.

**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. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is regularly required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and/or drive. The employee must frequently lift and/or move up to 50-75 pounds.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is routinely exposed to toxic or caustic chemicals; possible routine exposure to zoonotic diseases, aggressive and feral animals; routinely exposed to mechanical moving parts; outside weather conditions and risk of radiation. The noise level in the work environment is usually loud.

*We are an Equal Opportunity Employer and welcome a diverse pool of applicants.*  
EOE/M/F/D/V/SO