

CITY OF FORT WAYNE JOB POSTING

Applicants and Employees must meet duties/essential functions and minimum requirements.

Job Vacancy:	Transfer Program Coordinator- Foster/Transport Assistant	Department:	Animal Care & Control
Requisition Number:	2023197		
Hours:	Varies – Temporary Position	Rate of Pay:	\$20.1116 per hour
Date Posted Up:	6/1/2023	Date Posted Down:	Until Filled
Time Up:	9:00 a.m.	Time Down:	

SUMMARY

Working under the direction of the Foster Coordinator, incumbent performs routine manual tasks that are essential to maintain the standards and functioning of the foster and transport programs. The incumbent is expected to exercise good judgment, independence, initiative, and professional expertise in conducting day-to-day operations. All work duties and activities must be performed in accordance with the City safety rules and operating regulations, policies and procedures as well as federal, state, and local regulations.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the ability to interact with the public, City incumbents, and outside agencies with patience, tact, respect, and professionalism and the following. Other duties may be assigned.

- Communicates with Foster Coordinator and Animal Care Specialist staff on animals needing foster homes;
- Conducts full medical exams on foster animals including but not limited to: administering subcutaneous vaccines, dewormers, medications, etc.;
- Sets appointments for and conducts follow up appointment with foster volunteers and provides instruction to volunteers on non-critical related issues;
- Consults with Foster Coordinator, Shelter Veterinarian, or designee on extreme medical cases
- Assists in the recruitment, securing, and training of volunteer foster care providers and ensures adequate supplies are available;
- Assess and document animal behavior in Chameleon and on kennel cards to ensure appropriate and safe handling during daily animal interactions;
- Works in the computer format of “Chameleon” frequently to enter animal vaccines, medications, treatment, make notes, and outcome/intake of animals to and from foster homes;
- Transports animals to appropriate partnering rescue facilities (both in and out of state) based on animal need, volume, and timing;
- Assist in maintaining and transporting cats to offsite adoption locations to ensure open spaces are filled with cats available for adoption in a timely manner;
- Assists with duties related to the care of animals housed at the shelter including sanitation, medical care, bathing, and other needs as required;
- Assists with the training of other staff and volunteers in the foster and transport programs;
- Handles all species of animals in a humane manner as dictated by departmental regulations;
- Performs duties as an adoption counselor to include, but not limited to, taking applications, counseling, and answering questions from the public, processing applications, making arrangements for animal processing when faced with a staff shortage;
- Is required to maintain the full business functioning of the foster program in the absence of the Foster Coordinator;

- Demonstrate a historically safe driving record and maintain a valid Driver's License, will drive a city vehicle;
- Contacts supervisor as questions on procedures arise;

MARGINAL FUNCTIONS

Performs any and all other duties as required.

PERFORMANCE EXPECTATIONS

The incumbent is responsible to manage their performance in accordance with this job description and the performance expectations provided to them by management. If at any time the incumbent is unsure of their role or specific responsibilities, it is the incumbent's responsibility to refer to their job description and ask for clarification from their supervisor. Management will work with the incumbent, as needed, to ensure performance expectations are clearly communicated and performance goals are achieved.

SUPERVISORY RESPONSIBILITIES

No supervisory 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.

EDUCATION AND/OR EXPERIENCE

- High school diploma or general education degree (GED);
- One year experience in an animal related profession;
- Ability to read and follow instructions, perform basic computer tasks, and perform simple math;
- Ability to handle animals in a humane manner in accordance with departmental regulations and animal treatment;
- Ability to learn and understand general aspects of animal behavior in order to properly evaluate animals for the foster program;
- Ability to maintain a high standard of customer service and apply skills of conflict resolution when necessary;
- Ability to learn, understand, and apply general procedures as they relate to medical care and treatment of foster animals;
- Ability to maintain a good public image and assist the public with inquiries, counseling and making decisions as necessary in regards to placement of animals in homes;
- Ability to work independently as well as part of a team;
- Ability to safely drive an extended length full size van through narrow and congested alleys and streets.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively communicate and present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

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 detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- Incumbent is responsible for following departmental procedures and regulations when performing required duties. Incumbent has little opportunity to make policy choices when carrying out routine assignments but analysis and judgment are required when assisting the public. Work may be reviewed for quality and completeness at critical phases and upon completion.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License if a City vehicle is used.

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 talk and hear. The employee frequently is required to stand; sit; and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; stoop, kneel, crouch, twist, bend, climb, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

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.

Incumbent has frequent exposure to animal related hazards. High stress may occur due to attachments made in caring for shelter animals with the knowledge of possible euthanasia of these animals. The position requires continual physical activity including lifting and carrying large animals.

Applications may be submitted on-line at www.cityoffortwayne.org or using the City of Fort Wayne Human Resources Department computer kiosks located at Citizen's Square, 1st Floor, 200 E. Berry Street, Fort Wayne IN between the hours of 8:00 a.m. – 4:00 p.m. Applicants must be 18 years of age or older. Applicants must be 21 years of age or older to hold a CDL with the City of Fort Wayne. Reasonable accommodations for person with a known disabling condition will be considered in accordance with State and Federal Law.

(Those individuals who accept employment with the City and live outside one of the six contiguous Indiana counties that border Allen County (DeKalb, Whitley, Noble, Huntington, Wells, and Adams) will have six (6) months from their start date to become residents of either Allen County or one of the six counties listed above. Policy and Procedure Number 204 Page: 1 of 1)

Equal Opportunity Employer

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.