

SSPCA Job Description

Job Title: Rescue Coordinator
Department: Animal Services
Reports To: Animal Care Manager/Animal Services Practice Manager
FLSA Status: Non-Exempt

General Summary:

Establish working relationships with outside agencies including, but not limited to, other shelters, rescue groups, and rehabilitation centers. This position coordinates the evaluation and placement of unadoptable animals in the above listed facilities.

Essential Job Functions:

1. Serve as the main point of contact for the SSPCA regarding all animals being transferred into and out of the shelter.
2. Work closely with the Foster Coordinator to develop the best plan for animals being considered for both foster and rescue.
3. Evaluate the health of potential rescue candidates with the help of the spay clinic staff, Shelter Veterinarian, and Animal Care Manager.
4. Ensure that animal(s) are spayed/neutered prior to rescue either by physical exams or scheduling surgeries with Spay Clinic. Tracks the spay/neuter of animals that may have to be altered after leaving due to health or medical rehabilitation.
5. While maintaining a high regard for public safety, evaluate the health and behavior of SPCA animals to determine their status as euthanasia, adoption, or rescue candidate.
6. Communicate with rescue groups and other shelters via email, fax, or by phone regarding rescue candidates' needs.
7. Develop and maintain working relationships with key personnel from rescue groups, shelters, and other placement agencies.
8. Organize transport of animals to and from shelters and rescue groups; drive Sacramento SPCA vehicles to and from shelters as needed. Supervise staff and volunteers conducting transfers.
9. Perform behavior and medical evaluations on animals being transferred into the SSPCA shelter.
10. Maintain detailed records of animals transferred to and from rescue groups.
11. Provide assistance to the public looking to contact breed-specific rescue groups.
12. Provide support to the animal care team by assisting as a supervisor when needed, including helping interview animal care candidates, assisting in the kennels when needed, or filling in for animal care supervisors when absent.
13. Rinses, scrubs and disinfects animal cages, hallways, floors, walls and isolation/quarantine areas; cleans water and food dishes and related kennel equipment and facilities.
14. Clean and disinfect all equipment needed for transport including crates, vehicles, and other supplies.
15. Bathes and grooms animals, administers vaccinations and completes preliminary physical examinations in the prescribed manner. Medicates any animal designated for treatment by the Staff Veterinarian as needed.
16. Provide support to adoptions staff by consulting on adoptable animals with behavioral concerns, conducting special adoption consults with the public interested in rescue candidates, and performing dog socials when needed.
17. Train animal care staff and volunteers on transfer protocols and supervise staff/volunteers when doing transfers. Provide feedback to staff/volunteers about the animals they chose for transfer.
18. Ability to type and enter data at a rate of 45 words per minute with minimal errors.
19. Responsible for invoicing, collections, and receipting for services to rescue animals.
20. Must be punctual and maintain regular, predictable attendance.
21. Must be committed to a high standard of safety and be willing and able to comply with all safety laws and all of the employer's safety policies and procedures and must be willing to report safety violations and potential safety violations to appropriate supervisory or management personnel.
22. Insures that animal(s) are spayed/neutered prior to leaving. Tracks the spay/neuter of animals that may have to be altered after leaving due to health or medical rehabilitation.

Additional Duties and responsibilities:

1. Must be able to work independently and be self-motivated.
2. Treats all animals humanely, with compassion and concern, both on and off the job and transmits these values to others.

Knowledge, Skills, and Abilities:

1. Knowledge of wild/exotic animals and domestic animals, including breeds, behavior, appropriate care and housing, common health problems, disease symptoms and handling techniques.
2. Excellent communication and public relation skills.
3. Ability to read, write, speak, spell, and understand English at a professional level.
4. Ability to humanely euthanize animals when appropriate.
5. Ability to work well with the public, management, fellow employees, volunteers and the Board of Directors.
6. Intermediate computer skills using standard office programs such as Word or similar programs.

Education and Experience:

1. High school graduate or GED equivalent with one year related animal care experience and/or training.

Physical Requirements:

1. Any allergic condition that would be aggravated from exposure or through contact with animals or chemicals used to sanitize facilities, vehicles or equipment, may be a disqualification.
2. Must sit, stand, walk, bend and stoop frequently to perform duties. Have the ability to perform prolonged strenuous physical activity, including lifting and carrying objects weighing up to 50 pounds alone or up to 100 pounds with the help of fellow employees for short distances.

Working Conditions:

1. May be exposed to hostile or abusive members of the public. Must be able to deal with an often times emotion-charged public and carry a fast paced and changing work load which at times can be stressful.
2. By nature of the industry, there may be occasional exposure to dead, injured, sick, unruly, vicious, and/or dangerous animals in addition to exposure to parasites and to infectious diseases.
3. Must be available and willing to work such weekends, holidays, overtime, and attend mandatory training and meetings as the employer determines are necessary or desirable to meet its business needs.

Note: The statements herein are intended to describe the general nature and level of work performed by employees, but are not a complete list of responsibilities, duties, and skills required of personnel so classified. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Either employer or employee may terminate the employment relationship at any time with or without notice and with or without cause.

EMPLOYEE ACKNOWLEDGMENT:

Signature: _____

Print Name: _____

Date: ____/____/____