

Calgary Humane Society is a dynamic, non-profit organization whose vision is to use innovative strategies to lead, inspire, and educate in the humane treatment of companion animals, fostering an enlightened community which consistently demonstrates respect and compassion for animals.

Our mission is to help as many animals as we can.

As an organization, CHS values compassion, teamwork, respect, integrity, innovation and commitment.

## **Position Title:** **FOSTER PROGRAM FACILITATOR**

**37.5 hours per week – Primarily Tuesday to Saturday but will include some weekends and statutory holidays (shifts are 11:00 am- 7:00 pm and 9:00 am – 5:00 pm)**

Calgary Humane Society often receives animals that require just a little bit of extra care. Whether they are too young for adoption, ill, injured or require behaviour support, they require temporary homes to grow, recover, and learn. Temporary homes are also needed for animals admitted under our emergency boarding and pet safekeeping programs.

Reporting to the Team Lead of Intake & Foster, the Foster Facilitator is responsible for the recruitment, screening, and training of Foster Parents as well as coordination of foster animals in and out of foster homes.

### **Responsibilities:**

- Responsible for the recruitment, retention, and recognition of foster families
- Coordinate orientation and training for all foster families
- Ensure all animals needing foster care are placed in a timely manner
- Provide day-to-day support to all active foster families in person, on-site, by phone, and via e-mail
- Maintain records and administrative requirements of all animals and foster families in the Foster Program:
  - PetPoint (electronic) records, paper files, training records, foster animal paperwork, cage cards, collars, personality profiles, behaviour notes, etc.
- Ensure privacy standards are upheld
- Promote strong working relationships between staff and foster families
- Establish and provide effective means for communication with and for foster families
- Maintain recognition program for foster parents and be active in the planning and execution of the annual Volunteer and Foster Parent Appreciation Party
- Coordinate daily maintenance and cleaning of foster supply room
- Ensure effective communication between all departments
- Respond to public inquiries about the Foster Program
- Other duties as assigned

### **Position Requirements:**

- Minimum high school diploma
- CHS is a COVID-19 safe workplace. With limited exceptions, CHS requires all employment applicants provide proof of fully vaccinated status in accordance with current guidelines. CHS also complies with all in-force Alberta Health Services directives regarding COVID 19 safety.
- Successful candidate will be required to provide a police information check at their own expense to be arranged by CHS
- Minimum of 1 year experience in a supervisory/leadership position required
- Excellent communication skills, both verbally and in writing, including comfort with public speaking
- Strong time management skills and ability to work well under pressure and balance multiple priorities
- Demonstrated resiliency and ability to maintain professionalism in stressful, sometimes emotional, situations
- Ability to deal with a diverse range of people from varying backgrounds
- Excellent interpersonal and conflict resolution skills
- Genuine concern for the welfare of animals
- Professional experience working with animals a definite asset
- Physical ability to lift up to 40lbs
- Comfortable with and physically capable of handling and working with a variety of species, including but not limited to dogs, cats, reptiles, rodents, rabbits, and birds
- Ability to work as part of a team or independently as required
- Intermediate skills in Microsoft Office
- Volunteer management experience an asset
- Previous experience working with PetPoint an asset
- Flexibility of working hours and shifts outside of normal business hours including some overtime hours when required

**CLOSING DATE: POSTING WILL REMAIN OPEN UNTIL A SUITABLE CANDIDATE IS FOUND.**

Please apply in confidence referencing the job position you are applying for including salary expectations to [careers@calgaryhumane.ca](mailto:careers@calgaryhumane.ca)

**We thank all applicants for their interest; however, only those selected for an interview will be contacted. No phone calls please.**