



Friends of Oakland Animal Services

Job Title:	Outcome Team Associate
General Purpose:	Under general supervision, is responsible for facilitating adoptions of animals from Oakland Animal Services, providing support to the rabbit foster program, and providing support to members of the Outcome Team. This position is funded for one year; may be renewed pending funding availability.
Location:	Oakland Animal Services 1101 29 th Ave Oakland, CA 94601
Job Classification:	Full time, hourly, non-exempt position
Reports to:	FOAS Executive Directors for employment matters OAS Director or his/her designee for daily job operational needs
To Apply:	Please email resume and cover letter to kgoldstein@oaklandsanimals.org
Job Description	
Job Duties and Responsibilities	
<u>Adoption Support (approximately 70% of time)</u>	
<ul style="list-style-type: none"> • Provides support to the Adoption and Outreach Coordinator • Interacts with potential OAS adopters to provide matchmaking and adoption counseling services, directly or by connecting them with volunteers • Follows up with new OAS adopters to provide advice and support, as needed • Markets and coordinates adoption of harder-to-place animals from OAS and its foster program • Facilitates adoption introductions at OAS • Provides support to volunteer adoption counselors • Keeps track of potential adopters so a right fit may be found for a strong adopter, and appropriate advice can be provided to an adopter who needs more support • Facilitates adoptions at off-site adoption events (on-hold due to COVID-19) • Provides support to the cat/kitten adoption program at the Pet Food Express (PFE) adoption center and fills in as needed (on hold due to COVID-19) • Supports day-to-day operations at PFE, including cleaning, feeding and care of cats (on hold due to COVID-19) • Maintains meticulous records of animal care, status and location using the shelter database software • Other duties as assigned 	
<u>Rabbit Foster Program Support (approximately 20% of time)</u>	
<ul style="list-style-type: none"> • Recruits, screens and trains foster care providers. Sets expectations for foster care. Screening for foster care providers should ensure minimum conditions for care are met, including housing, food, and hygiene (including safety considerations for Rabbit Hemorrhagic Disease/ RDHV2) • Coordinates movement of shelter animals into and out of foster care; orders/provides supplies as needed • Assists with planning and conducting onsite and offsite adoption events. Coordinates with transfer partners in their offsite adoption events (off-site events on hold due to COVID-19) 	

Friends of Oakland Animal Services

- Coordinates veterinary care for rabbits in the foster program, including potentially with transfer partners and offsite veterinary clinics
- Maintains regular contact with foster care providers, including collecting feedback and photos to support adoptions; collects information on behavior and medical issues and coordinates with shelter staff, and rabbit volunteers as needed to address
- Facilitates support to foster care providers (which may be provided by volunteers), to assist with care questions, and behavior issues
- Maintains meticulous records of animal care, status and location using the shelter database software
- Provides regular reports to shelter management regarding program status, successes and challenges
- Coordinates transportation of rabbits from foster care providers to spay/neuter appointments and to adoption events

Support to Outcome Team (approximately 10% of time)

- When time allows, provides general support to other Outcome Team members (behavior, transfer and foster coordinators) as needed, such as being the on-site contact for fosters or transfer partners when the respective coordinator is unavailable

Qualifications and Education Requirements

- Associates degree or equivalent from an accredited college or technical school preferred
- Experience with coordinating teams of either staff or volunteers preferred
- Experience as an adoption counselor and with providing post adoption support preferred
- Familiarity with harder-to-place dogs and cats, as well as general rabbit familiarity preferred
- Familiarity by training or experience with basic animal care such as handling animals, vaccination, deworming, weighing and giving medications
- One year of experience working or volunteering with an animal care, rescue, or shelter
- Valid Driver's License

Required Knowledge, Skills and Abilities

- Commitment to the mission, goals and success of Oakland Animal Services
- Knowledge of basic animal health care and safe animal handling practices
- Strong computer skills, including Microsoft Office and database systems
- Ability to establish and maintain effective and cooperative working relations with the public and other employees
- Flexibility, adaptability, aptitude for effectively prioritizing multiple tasks and a strong work ethic
- Ability to recognize symptoms of common animal diseases; ability to lift and handle cats and rabbits, and interact safely with dogs

Working Conditions

- Primary work location in an animal shelter environment
- Exposure to loud noises in the kennel areas
- Potential for exposure to animal feces, blood, and zoonotic diseases
- Potential for exposure to animal bites and scratches
- Must be able to work a flexible schedule which may include evenings and weekends



Friends of Oakland Animal Services

- Must be able to tolerate the emotional aspect of work in an animal shelter environment, including the use of euthanasia

Compensation

- \$21 - \$23 / hour DOE