

FOSTER CARE MANAGER

- Act as a central point of contact for the foster carer(s).
- Ensure the foster carer(s) have the necessary equipment / food for the dog.
- Liaise on a regular basis with the foster carer (s) to discuss any issues they may have as a foster carer or with the dog they are fostering.
- Ensure a vet account is set up via Admin at an appropriate and accessible vet for the foster carer.
- Co-ordinate with the foster carer and vet re vet appointments.
- Ensure basic vet care: - health check, vaccinations, flea treatment, worming, spay / neuter and microchip are completed prior to adoption.
- Obtain guidance / authorisation from the Treasurer / Committee regarding any vet treatment required extra to the basic health care except in an emergency.
- Ensure Admin / Rehoming are provided with write ups / photos and videos of the dog for promotion.
- Co-ordinate adoption visits (with adopters who will have been already homechecked and approved by Admin / Rehoming) and ensure appropriate adoption paperwork and the adoption donation is collected at time of adoption and forwarded to Admin.
- Whilst on the two week adoption trial to telephone the new owner at 48hrs, 1 week and 2 week points to support the new owner as the dog settles.
- If adoption does not work in liaison with Transport Dept if required arrange for the dog to return to foster home.
- If adoption is successful Liaise with Kennel Team re: identification of suitable new dog for foster home
- Co-ordinate with Transport dept for transfer of dog to foster home