



Tony La Russa's
**Animal
Rescue
Foundation**

Job Title: PM Medication Specialist
Reports to: Animal Care Supervisor
Department: Animal Care
FLSA Classification: Non-Exempt
Updated: March 2018

Core Values

- Open
- Driven
- Educator's Spirit

Strategic Anchors

- Save Lives
- Inspire Learning
- Connect Hearts

Position Summary:

The Animal Care Department provides necessary infrastructure for ARF's rescue and adoption efforts. The PM Medication Specialist's role is to provide proper medication administration, and interdepartmental communication between clinic, animal care and behavior. Primary responsibilities include but are not limited to, medicating of the shelter guests, daily preparation of medication, daily care through feeding and cleaning while following all proper handling, and medication protocols. PM Medication Specialist(s) will interact with the public in providing instruction to adopters and foster families who are adopting or picking up animals currently on medication.

Principal Duties:

- Properly administer medications to cat and dog shelter guests as indicated by veterinary clinic staff, using positive animal handling skills. This may include oral medications (pills/capsules/liquid), eye ointment, subcutaneous fluids, topical ointments, sprays, and medicated baths.
- Prepare and administer nightly medications for all shelter guests.
- Prepare and monitor medication observation sheets to ensure proper administration of medication by animal care staff.
- Observe and report shelter animals for any unusual symptom that may be indicative of a medical or behavioral problem.
- Use positive animal handling skills to provide daily care, exercise, feeding and cleaning for dog and cat shelter guests, as needed to support department.
- Learn and use positive reinforcement training techniques to make our shelter guests the best possible family members in their new homes.

- Assist foster families with outbound animals on designated shifts as needed. Print and review foster care sheets, review prescription instructions and proper administration of medication(s), review foster animal emergency instruction, quick contact reference guide and confirm animal return dates, as needed.
- Cross check and inventory all medication and verify medication sheets on all foster return animals to ensure animals administration of medication while in foster is either completed or medication is then continued as needed when the animal is back at the shelter.
- Coordinate the delivery of prescriptions to the adoption team during adoption hours, and assist in educating adopter in the proper administration of medications as prescribed.
- Clean and maintain all animal areas, kitchens, bedding, furniture and all animal/shelter equipment.
- Input and print relevant information in animal databases.
- Familiarize yourself with ARF's After Hours Emergency Plan and communicate with the ARF Animal After-hours Cell Phone if an emergency occurs.
- Perform nightly bed-checks to ensure all animals are secure and the status of the shelter is accurately reflected on the Location reports.
- Send a daily recap email summarizing the shift and communicating any challenges.
- Responsible for securing the building and setting the alarm at the end of the shift.
- Always promote a humane and caring attitude toward all animals.
- Always treat people and animals with respect, contribute to effective teamwork, promote staff cooperation, and foster public relations beneficial to ARF.
- Maintain the confidentiality of all information.
- Comply with all Federal, State and local safety regulations and laws, as well as ARF policies and guidelines. Follow established procedures governing safe work practices; and perform duties in a manner that assures the safety of oneself and others.
- Perform duties in a manner which encourages attainment of goals, contributions and business for ARF and its programs.
- Promote teamwork, communication, and cooperation with all other departments.
- Drive ARF vehicles as assigned by supervisor.
- Follow safe driving practices, obeying all traffic laws at all times when driving for ARF business purposes.
- Perform other duties as assigned.

Physical/Environmental Requirements:

- Work environment includes constant exposure to animals and animal allergens.
- Push/pull moderately heavy objects up to 25 pounds.
- Lift and move objects and animals weighing up to 50 pounds for short distances and to humanely restrain animals when necessary.
- Walk dogs weighing up to 150 pounds in a variety of weather conditions.

- Kneel, bend, stoop, squat, reach above and below shoulder level, grasp and turn objects, stand, and/or walk frequently and repetitively throughout each shift.
- Flex the neck upward and downward; twist the neck and the waist.
- Dexterity to handle animals and small objects.
- Assess medical and behavior changes in animals using a variety of techniques including, but not limited to, visually and audibly.
- Sit for long and short periods of time using a computer.
- Tetanus and rabies inoculations are required or must be waived.
- Drive an automobile to transport staff or animals in need of off-site emergency medical treatment.

Experience, Abilities and Qualities Required:

- Prior experience medicating dogs and cats in a veterinary, shelter or boarding facility preferred.
- Preferred knowledge of various breeds and their characteristics, and familiarity with symptoms of diseases common to dogs and cats.
- Minimum of six (6) months' work experience in an animal shelter setting.
- Handle multiple tasks and works well under pressure.
- Communicate information skillfully and effectively. Ability to comprehend and follow written and/or verbal instructions.
- Affection for animals, concern for their welfare and a willingness to accommodate animals in the workplace.
- Ability to communicate with the public, volunteers and co-workers in a pleasant, courteous and tactful manner at all times.
- Demonstrate maturity, good judgment and professional manner and personal appearance.
- Comfortable and skilled in working with diverse staff, volunteers and community.
- Must be able to acquire a Veterinary Assistant Controlled Substance Permit (VACSP) in compliance with the California Veterinary Medical Board.
- Must have a valid California Driver's License and must not have more than two at-fault accidents in a three-year period and no major at-fault violations in the last ten years, and must be insured.
- Must be able to pass a background check.

Hours:

Part time position. Daily reporting hours and days of the week may vary according to the needs of the department. Weekend work, and holidays will be required. Periodical hours may be needed to cover vacation and illness of other co-workers.

To Apply:

An employment application is available for download. To apply for this job, please send your cover letter and resume to mflores@arflife.org, aflores@arflife.org and blutz@arflife.org, fax to (925) 977-9079 or mail to "ARF Jobs, 2890 Mitchell Drive, Walnut Creek, CA 94598".