



<b>Job Title</b>	Shelter and Rescue Liaison
<b>Department</b>	Training
<b>Date</b>	January 2019

**Position Overview**

The Shelter and Rescue Group Coordinator reports to the Director of Training and is responsible for the hands on evaluation of potential Hearing and Service Dogs. The Shelter and Rescue Group Coordinator is also responsible for maintaining current and cultivating new shelter/ rescue group relationships as well as educating interested shelter staff as to SDI evaluation protocols.

**Essential Job Functions**

- Evaluate and adopt potential hearing and service dogs following SDI evaluation protocols.
- Follow Texas rescue groups and shelters on social media to connect with potential dogs
- Create and maintain excel spreadsheets including shelter and rescue group contact information, current staff contacts and protocols specific to each shelter.
- Scan Petfinder, Rescueme, Adoptapet, Craigslist and any other applicable site for potential dogs.
- Maintain close communication with established contacts at key shelters regarding incoming dogs to be evaluated.
- Monitor rescue group websites for potential dogs.
- Record the number of dogs seen, evaluated and accepted into SDI at each shelter visited.
- Develop volunteer relationships to assist with fostering and evaluation as needed.
- Educate shelter/ rescue group staff and volunteers as to SDI evaluation procedures and to quickly recognize dogs that should be fully assessed by an SDI representative.
- Attend shelter and rescue group fundraisers/ adoption events to cultivate relationships
- Communicate with SDI training staff through video, Facetime etc. regarding potential dogs and status of evaluations.
- Video evaluations to use for educational purposes.
- Provide scheduled and requested updates to the Director of Training on shelter/ rescue group relationships and dog evaluation outcomes.
- Acquire and deliver complete health and behavior records as available for all shelter/ rescue dogs entering the SDI training program.
- Communicate effectively and openly with all SDI employees, shelter and rescue representatives, customers, donors and their representatives, and clients.
- Set a positive example to all SDI staff members.
- Communicate effectively with representatives of other departments and obtain results to departmental requests.
- Seek out new ways to improve SDI's relationship with shelter and rescue groups
- Performs other duties as assigned.

## Qualifications

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be knowledgeable in shelter dog evaluation. Knowledge and hands on experience applying operant conditioning and classical conditioning with dogs required.

- **Education and/or Experience-** Minimum of a high school diploma required - some college or a college degree is preferred. A minimum 2 year of experience training Dogs is required.
- **Language Skills** - Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence. Ability to speak to Guests and/or Team Members of organization.
- **Reasoning/Problem Solving** - Ability to apply common sense understanding to carry instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.
- **Physical Demands-** The physical demands described here are representative of those job. Reasonable accommodations may be made to enable individuals with disabilities to Member is regularly required to walk and talk or hear. The Team Member is required to use hands to finger, handle or feel and/or to reach with hands and arms. The Team Member is also required to stand and walk in outside conditions for long periods of time, in all-weather types, while carrying moderate weight. The Team Member must occasionally lift and/or move up to 50 pounds. The Team Member must be able to use safety equipment and reasonable reaction time is required to respond to quick changes in animal demeanor.
- **Work Environment-** The work environment characteristics described here are representative of those a Team Member encounters while performing the essential functions of this job.  
**General-** The individual must possess basic math skills to interpret budgets and must have good written and verbal communication skills. Computer skills proficient with Microsoft Word and Excel. Have a good understanding and proficiency in the areas of canine health and husbandry techniques. Have a good understanding of pro-active behavioral maintenance.