



PET PROGRAM ADVOCATE

DEPARTMENT: Programs and Services
REPORTS TO: Services Manager
HOURS/STATUS: Part time/Hourly

WILLOW DOMESTIC VIOLENCE CENTER is a dynamic and collaborative work environment comprised of dedicated and supportive professionals who care about making our community a better place. Every day we have an impact on the lives of families. Join our team to help fulfill our vision of a community free from domestic violence, where healthy relationships thrive.

JOB SUMMARY

The Pet Program Advocate is a key member of the Willow Domestic Violence Center Team. The Pet Program Advocate will work closely with the Services Manager to ensure that survivors and their pets are cared for while at Willow Center. The Pet Program Advocate extends their time and heart to the animals and their owners. The ideal candidate is an animal lover and advocate, and possess strong commitment to caring for animals of abuse. This position is 20 hours per week, with a schedule of Monday, Friday, Saturday and Sunday 7:00am – 1:00pm. This position has a rate of \$15 per hour.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Coordinates activities of the Pet Program.
- Acts as a liaison between Willow and volunteers, pet owners, community partners, donors, and veterinarians.
- Supports residential families in providing feedings, cleaning, and enrichment for the pets in the pet shelter.
- Manages completion of program paperwork, documentation and statistical measurements.
- Coordinates occupancy and intake with Hotline and Services manager.
- Conducts initial needs assessments, provides crisis intervention supports, referrals to community supports, and provides accompaniment/advocacy during stay with Willow.
- Provides ongoing safety planning and facilitates flow of services from intake to safe exit.
- Maintains Pet Program schedule and adequate coverage to ensure all clients and pets are supported daily, on weekends, at night, during holidays and when the pets' owners are not on-site.
- Establishes and supports a schedule for cleaning and upkeep of all boarding areas.
- Oversees boarding area where pets are housed, identifies needs and maintenance, and ensures availability of necessary supplies and materials.
- Conducts analysis of supply needs, procurement, and consumption patterns to inform future planning, replenishment, and budget.
- Maintains all appropriate documentation and inspections for equipment and facilities in adherence with guidelines.
- Provides on the job training and orientation, and supervision of volunteers, interns and staff who support the Pet Program activities.
- Facilitates and models trauma informed care.

OTHER DUTIES AS ASSIGNED

- Attend and participate in Agency trainings and staff meetings as required.
- Maintains confidentiality and completes all job functions ethically and in a culturally competent manner.
- Any other duties may be assigned.

QUALIFICATIONS

- Be 18 years of age or older.
- A minimum of one year experience working with animals.
- Ability to deal with a variety of emotions, communicate with a variety of people, and work independently.
- Must be attentive, listen to others, perceive underlying problems and bring issues to a successful conclusion.
- Good organizational skills, adaptable and flexible.
- New York State Driver's License not in jeopardy of being revoked.

HOW TO APPLY

Submit cover letter and resume by mail or email:

◦ Mail: P.O. Box 39601, Rochester, NY 14604

◦ Email: HR@willowcenterny.org

Be sure to indicate which position you are applying for in the subject line.

No phone calls please.

We offer a generous benefits package including health and dental insurance, paid time off, and a 401k retirement plan.

Willow Domestic Violence Center is committed to equal opportunity for all, without regard to race, religion, color, national origin, citizenship, sex, sexual orientation, gender identity, age, veteran status, disability, genetic information, or any other protected characteristic. Willow Domestic Violence Center will make reasonable accommodations for known physical or mental limitations of otherwise qualified employees and applicants with disabilities unless the accommodation would impose an undue hardship on the operation of our business.