



Volunteer Job Description

Case Manager

Thank you for your interest in helping Old Dogs New Digs! We are a tax-exempt 501(c)(3) nonprofit organization founded in 2016 by a handful of friends who have volunteered for various animal rescue groups through the years. We all have a soft spot for that sweet senior dog sitting and waiting in the shelter without a home or family, and we're doing what we can to make sure their last years, months, weeks, and days are spent immersed in the comfort and love they deserve. We look forward to hearing about how you can and would like to join this effort!

To express your interest in filling the Case Manager role, please email ODND at woof@olddogsnewdigs.com or complete our [volunteer survey](#).

Desirable Characteristics for this role: Strong interpersonal communication skills; Problem-solving capabilities; Diplomatic; Time flexible; Organized

Responsibilities:

- Collaborate with [County Ambassadors](#) to develop and maintain positive relationships with shelters and rescue groups
- Gather and manage information for dog profiles
 - Obtain shelter records
 - Coordinate dog-cat testing
 - Shoot or arrange for appealing photos of dogs
- Networking dogs
 - Write descriptions of dogs for Petfinder
 - Network dogs on Facebook
 - Create and publish Petfinder profiles
 - Create Basecamp message threads for each dog
 - Provide case information and images to blogger(s)
- Evaluate fosters and adopters for dogs
 - Screen foster and adopter applications
 - Check veterinary and character references
 - Arrange meet and greets
 - Arrange and conduct home checks
- Manage relationship with fosters



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- When coordinating a dog going from shelter to foster, ensure that all the dog's vital supplies go with him / her:
 - Records
 - Tags
 - Bed
 - Some of the food s/he has been eating (to transition)
 - Foster paperwork (if they require it)
 - 1-2 months of Heartworm and flea/tick preventatives
 - Any meds s/he is on
 - Provide approved fosters with a folder containing the following:
 - Foster Home Agreement (fill out and get signature)
 - Foster Manual
 - Business card
 - Pet profile form
 - Keep track of and supply fosters with preventatives to keep them up to date
 - Coordinate dog transports
 - Email everyone involved (shelter, transport volunteer, foster home, etc.) with the following information:
 - Pick-up address and time, relay address/s and time/s, and drop-off address and time
 - Contact info (name, phone, email) of everyone involved.
 - Report on case status to the board of directors
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WANTED — OLD-DOG CASE MANAGER

Old Dogs New Digs is seeking case managers to help get senior dogs out of shelters and into foster and adoptive homes as quickly and safely as possible. Case managers learn all they can about dogs who need our help by collaborating with shelters, and they learn all they can about families who volunteer to open their homes as fosters or adopters and find the best matches possible.