

## UW HEALTH JOB DESCRIPTION

### Canine Program Coordinator

Job Code: 540092	FLSA Status: Non-Exempt	Mgt. Approval: B. Rozak	Date: August 2023
Department: Child Life Services 1000316	HR Approval: K. Fleming	Date: August 2023	

#### JOB SUMMARY

The Canine Program (CP) Coordinator is a Certified Child Life Specialist responsible for the coordination of the Canine Programs within AFCH, which includes but is not limited to Program Development, Dog Handling and Community Engagement. The CP coordinator is responsible for overseeing that all canines, including partnerships adhere to all infection prevention policies, as well as Joint Commission guidelines. The coordinator oversees the contractual agreements, maintenance/hygiene, vet care, community appearances/events, works closely with philanthropy and collaborates with marketing/PR on all social and media platforms. The coordinator is also a handler for a facility dog, providing clinical interventions, overseeing the referral process for the therapeutic visits with patients and families of The Children's Hospital and participating in applicable research utilizing the canine programs.

#### MAJOR RESPONSIBILITIES

- Maintains all requirements for dog handling set out by both the vendor, IP and JC regarding weight management, vet care, home environment, grooming and reporting.
- Create and modify policies and procedures for all areas of program development to include infection control, hospital and community engagement, donor relations.
- Responsible for coordinating and maintaining contractual agreements with all vendors associated with the canine programs.
- Maintains program statistics to assess and evaluate quality of programming.
- Meets with leadership on a regular to determine the best utilization of resources for productivity, growth, and expansion of programming.
- Benchmark with other institutions with a canine programs to determine potential new programming for implementation.
- Develop fundamental processes in relation to program forecast, spending, allocation of resources and long-term sustainability plan.
- Create financial sustainability of the program by working with philanthropy to identify grants and other donor opportunities for ongoing stability.
- Develops and assists with projects addressing the needs of patients and families in line with the goals of the canine programs as identified by leadership.
- Create a standard of best practice for utilization of the canines and develop and implement appropriate programs that reflect the objectives of the program.
- Organize and create additional opportunities for the canines to participate in group settings with patients and families.
- Facilitate a schedule for staff rounding, education, and handler supervision.
- Provide therapeutic interventions in a variety of clinical settings including the inpatient units and outpatient areas. Coordinates the referral process for the canines, responding to all formal referrals across the medical setting.
- Functions as a leader of the healthcare team, communicating all relevant developmental information, as well as the planning and implementation of special events and programming that involve the facility dogs.
- Collaborate with local organizations and businesses to increase community partnerships and involvement with the result of social exposure and financial partnering.
- Expand programming to include canines into patient and family support groups, councils, retreats, camps, events, etc. as appropriate.

#### JOB REQUIREMENTS

Education	Minimum	Bachelor's Degree – Child Life, Child Development, or related field
	Preferred	Master's Degree – Child Life, Child Development, or related field

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Work Experience	Minimum	<ul style="list-style-type: none"> <li>3- years-minimum experience working as a Child Life Specialist in a pediatric healthcare setting.</li> <li>1-year minimum experience as a facility dog handler</li> </ul>
	Preferred	
Licenses & Certifications	Minimum	Child Life Certification
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> <li>Excellent Communication Skills</li> <li>Ability to multitask and stay organized</li> <li>Knowledge of computer programs such as Outlook, Word, and Excel</li> <li>Ability to work in a team and collaborate with others</li> </ul>

### AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

**Instructions:** Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input checked="" type="checkbox"/>	Infants (Birth – 11 months)	<input checked="" type="checkbox"/>	Adolescent (13 – 19 years)
<input checked="" type="checkbox"/>	Toddlers (1 – 3 years)	<input checked="" type="checkbox"/>	Young Adult (20 – 40 years)
<input checked="" type="checkbox"/>	Preschool (4 – 5 years)		Middle Adult (41 – 65 years)
<input checked="" type="checkbox"/>	School Age (6 – 12 years)		Older Adult (Over 65 years)

### JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

### PHYSICAL REQUIREMENTS

**Indicate the appropriate physical requirements of this job in the course of a shift.** *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level		Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
	<b>Sedentary:</b> Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as docket, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	<b>Light:</b> Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	<b>Medium:</b> Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
<input checked="" type="checkbox"/>	<b>Heavy:</b> Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	<b>Very Heavy:</b> Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
<b>Other</b> - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.