



## GET TOBY HOME – ROLE: **CASE CONSULTANT**

The Case Consultant will be the primary contact for the owner. They will provide ongoing guidance on all aspects of the search and rescue and help to coordinate that key tasks are completed.

### **MAIN RESPONSIBILITIES**

- Guide owner through critical aspects of the search and rescue.
- Acts as case lead.
- Strategizes a plan to raise awareness of the missing dog.
- Ensure “Team Missing Dog Name” group messenger is set up and solicits and manages members of the group.
- Work closely with members of Team Toby, Field Support Specialist and Owner to ensure flyering, signs, mapping and other critical tasks are completed.
- Coaches the owner on how to respond to sightings.
- Throughout the case, the Case Consultant provides status updates to Team Toby messenger thread.

### **RECOMMENDED SKILLS & COMMITMENT**

- Ability to volunteer a minimum of 5-10 hours a week
- Self starter, good problem-solver and highly self-motivated
- Have an active Facebook account
- Dedicated team player that enjoys working as part of a team
- Excellent communication and interpersonal relationship skills
- Strong written and verbal skills
- Ability to build strong relationships with team members and within the community
- Highly organized and detailed oriented
- Strict adherence to client and team confidentiality
- Compassionate
- Located in State of Wisconsin
- Able to attend annual meeting
- Able to support Get Toby Home at public events