

Responsibilities of Facility Coordinator:

To facility:

- 1) Assure that Facility Visiting Program description is accurate.
- 2) Establish a cordial working relationship with the facility contact person, and communicate regularly to ensure all information is current.
- 3) Promptly address any problems, concerns or issues relating to teams which visit the facility, and work with the facility contact person to resolve.

To visiting teams:

- 1) Work with teams to see that the schedule is followed. The facility coordinator may need to assist in finding a substitute team in case of illness, family responsibilities, etc.
- 2) Ensure all Pet Partner teams successfully complete the facility's orientation and annual training requirements.
- 3) Keep teams updated regarding any facility policy changes that might affect the visiting teams.
- 4) Monitor teams as needed to assure that Pet Partner policies and procedures are followed.

To Mo-Kan Pet Partners:

- 1) Communicate regularly with the organization to insure that your facility has an adequate number of teams.
- 2) Maintain an up-to-date Visiting Program Description document to assist instructors, evaluators and mentors in placing new Pet Partner teams in appropriate facilities.
- 3) Make sure that the Mo-Kan leadership is aware of any facility or team problems or concerns that would reflect on the organization, and that may need to be addressed at the organizational level.
- 4) Collaborate with teams to prepare and develop skills and effectively participate with the facility's visiting program".
- 5) Serve as a good example for teammates by modeling adherence to Pet Partner standards