

JOB DESCRIPTION

A. MAIN JOB PARAMETERS

JOB TITLE:	Animal Care Assistant (With Collection Officer / Reception Duties)
LOCATION:	GSPCA
ACCOUNTABLE TO:	GSPCA Manager, daily supervisor are The Senior Animal Care Assistants
RESPONSIBLE FOR:	Animal Care, Collection and Welfare

B. OVERALL PURPOSE OF THE JOB

The provision and maintenance of care and welfare for all animals under GSPCA care. To establish and maintain good customer care and relations and to undertake and complete all relevant administrative procedures in accordance with prescribed practice. On occasions responsible for the transport, collection, rescue and movement of animals as directed both on and off site in the name of the Society. The post holder is also required to assist with the receipt and disposal of animals for the GSPCA.

C. PRINCIPAL RESPONSIBILITIES

To undertake or assist with the following responsibilities as directed by the GSPCA Manager and Supervisors:

1. Staffing

- i. To ensure animals are moved correctly and assist staff with these duties.
- ii. Ensuring all health and safety measures and procedures are observed and adhered to by staff, volunteers and the general public whilst carrying out any duties. Reporting any accidents or incidents promptly and correctly in accordance with the GSPCA procedures.
- iii. Implementation of practical, day-to-day coaching and support to staff within the facility when required.

2. Animal Welfare

- i. The daily care, watering, feeding, hygiene, cleanliness and exercise, as appropriate to their species, of animals accommodated within the facility.
- ii. The prevention of outbreaks and transmission of disease.

- iii. Co-operation with veterinary surgeons in respect of the examination and treatment of animals including ensuring that treatments and medications are administered in the prescribed quantity at the specified intervals and any appropriate information is recorded at the Shelter.
- iv. Assist with stock control of equipment, feeding and cleaning supplies for the facility.
- v. Supervision of animal handling and transportation within and associated with the facility/vehicle.
- vi. To undertake the implanting of micro-chips, in accordance with prescribed practice. Trained staff only are to assist in this requirement. All relevant recording documentation is to be completed in full and legibly. Always ensuring that each individual animal is thoroughly scanned before implanting takes place.

3. Receipt, Assessment and Disposal of Animals

- i. Non veterinary health assessment, in collaboration with other staff, of animals collected/entering and leaving the vehicle/facility, ensuring completion all associated reports.
- ii. Ensuring all animals collected are transported in accordance with the GSPCA procedures in a caring and humane method, as requested by the Receptionist or Management.
- iii. Drawing attention of superiors to animals not considered to be fully healthy or considered to require veterinary attention and their transport.
- iv. Assisting in the humane destruction of animals deemed unsuitable for rehoming or release, by the methods prescribed by the GSPCA, and the selection of such animals in conjunction, where appropriate, with the Veterinary Surgeon and other shelter staff.
- v. To assist as an agent of the GSPCA when required to do so by a Veterinary Surgeon on GSPCA business.
- vi. Subject to instruction from Management, to participate in animal rescue operations whilst observing Health and Safety Regulations.
- vii. Carcass and "Sharps" disposal in accordance with current procedures.

4. Security and Upkeep of Equipment

- i. Regular inspection of all equipment within the vehicle/facility, with early reporting of any defects or deficiencies found.
- ii. Ensuring that the vehicles/buildings associated with the facility and their surroundings are maintained in a tidy and presentable standard.
- iii. Ensuring the security of vehicle/facility entrances, buildings and contents at all times.

5. Public Relations

- i. Ensuring that good relations are maintained and a professional, caring, compassionate image in all duties.
- ii. To ensure all uniform, appearance and vehicle procedures are adhered to and promote the good name of the Society.
- iii. When requested to communicate with the media as an ambassador for the organisation.
- iv. Assistance to the GSPCA Manager in the organisation of fund-raising and publicity events for the Centre and with visits by schools or other groups.

6. General

- i. Provision of cover for the reception staff during breaks and when requested.
- ii. Providing assistance for the Welfare staff when requested and liaise with the Welfare Manager in matters pertaining to Animal Welfare issues and to supply written reports on any findings within the following 24 hour period.
- iii. Fulfillment of the duties and responsibilities of the Welfare Staff when authorised to act on his/her behalf during his/her absence.
- iv. To participate in any relevant training that the Society may determine is necessary.
- iv. Any other duties as directed by the GSPCA Manager.