



Animal Attendant – Feline Quarantine

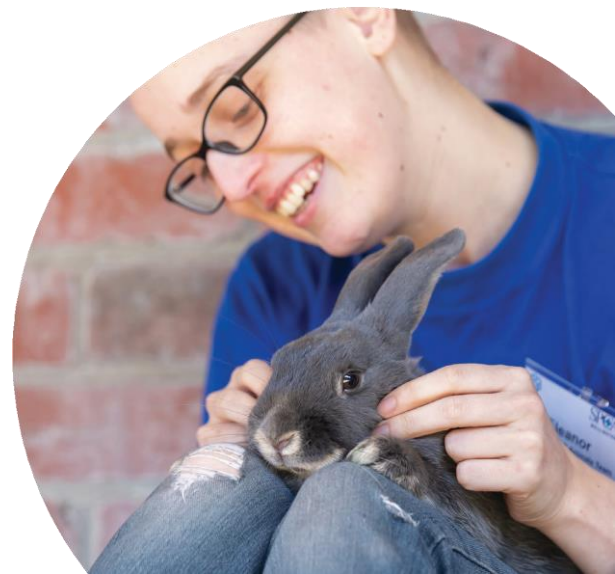


Role Details

Position Title	Animal Attendant – Feline Quarantine
Place of work	Christchurch Centre
Band	A
Team	Animal Services Team
Reports to	Feline Animal Care Team leader
Direct Reports	None

What is SPCA?

We are NZ's oldest and largest animal welfare charity, with 39 centres across the country and over 45,000 animals coming through our centres each year. SPCA is the only charity with the power to protect all animals including prosecuting people under the Animal Welfare Act 1999. With Less than 5% government funding, we rely heavily on the generosity of those who choose to make a difference. We seek out exceptional talent that can help us change the way people think and behave, unite our communities and influence change to improve the welfare of animals in NZ.



Job Purpose

- To ensure all animals housed in the Hospital, Nursery and Cat Quarantine are provided with the five freedoms outlined in the Animal Welfare Act 1999.
- To provide for the physical health and behavioural needs of these animals housed at the centre, ensuring that their environment and care is maintained to the highest standards.
- To support the Feline Animal Care Team Leader as required by ensuring the efficient and effective operation of the animal centre and that Centre standards are maintained.

Accountabilities and Responsibilities

Key Accountabilities:	Key Responsibilities:
<p>1. Operational Duties</p> <p>During working hours (unless prevented by ill health or accident and except during holidays) devote the whole time, attention and abilities in carrying out duties as follows:</p> <ol style="list-style-type: none"> Honestly and faithfully serve the Employer, giving it the full benefit of your experience and knowledge. Use your best endeavors to promote, develop and extend the Employer's interest and reputation and not to do anything to its detriment. <p>The Feline Animal Care Team Leader's expectation is that there is a willingness to attend enthusiastically and effectively to all circumstances which should arise with animal welfare related tasks and attend to any other duties that may be required from time to time.</p> <ul style="list-style-type: none"> > Maintain effective working relationships with all Centre staff. > Ensure the appropriate care of all animals in the Hospital, Nursery and Cat Quarantine. 	<ul style="list-style-type: none"> > As a key member of the Animal Care Team, assist to ensure that every staff member is supported by the work you carry out and that your contribution to the overall staff attitude is a positive one. > All animals are provided with the five freedoms outlined in the Animal Welfare Act 1999. > Work is completed according to the protocols detailed in the Centre Manual and Animal Care and Cleaning Processes. > All prescribed medication is appropriately administered and recorded. > Veterinary Instruction is followed and Legislation is adhered to. > The behavioural needs to these animals are actively met and maintained. > All units are clean and tidy with well stocked access to cleaning equipment and consumables. > Units are safe for humans and animals and their integrity is upheld. > Ensuring the administration as required, any veterinary treatments E.g. Antibiotics, Flea & worm treatments, microchipping etc. > Following Vet Round and Veterinary Instruction > Ensuring adequate and appropriate enrichment is provided > Aiding in the in the care of pre and post-surgery animals > Ensuring the unit integrity is upheld and any maintenance issues are elevated to the Feline Animal Care Team Leader

<ul style="list-style-type: none"> > Follow all care and behaviour protocols > Ensure steps are followed to isolate disease and limit spread. > Ensure all animals in the hospital, Nursery and Cat Quarantine have their welfare needs met. > Ensuring units are maintained in a clean and tidy condition at all times > Assist when required with the thorough assessment of all incoming felines at time of admission. This includes but is not limited to: <ul style="list-style-type: none"> ○ Ultraviolet lamping ○ Flea and Worm treatments ○ Nose – Tail examination ○ Microchip scanning 	<ul style="list-style-type: none"> > Ensuring units are kept well stocked and consumables/resources are maintained > Ensuring adequate and appropriate exercise and enrichment is provided > Liaise with the foster team with regards to animals requiring foster > Carry out socialisation and safe handling of all animals in Feline Quarantine units in accordance to the policies outlined in the centre manual > Ensuring adequate and appropriate exercise and enrichment is provided >
<p>2. Administration</p> <p>Ensure all monitoring, observations and notes are recorded. This may include but are not limited to:</p> <ul style="list-style-type: none"> > Contributing detail of behaviors' to aid in the assessment and suitability for rehoming > Maintaining objective and professional records required for Inspectorate cases > Completing all monitoring and observation records relating to health > Signing off any medication or treatments administered > Ensuring the Centre database maintains accurate information > Ensuring comprehensive hand- 	<ul style="list-style-type: none"> > The records of all animals are accurate and available in the correct place. > Information provided is thorough, sound and honest.

<p>over notes to other staff members/volunteers/fosterers</p> <ul style="list-style-type: none"> > Any animals requiring disclaimers/Indemnities have them attached to their records before they are available for adoption > Ensuring preparation and follow-up of Vet Rounds 	
<p>3. Education / Promotion of SPCA brand</p>	<ul style="list-style-type: none"> > Educate and offer literature to owners/carers of animals which seeks to improve or maintain the welfare of animals and prevent and alleviate suffering > Network with internal and external agencies to develop and maintain effective working relationships and promote SPCA > Positively and professionally present and promote the work of SPCA in all interactions with members of the public in order to improve the Centre's profile and potential financial support
<p>4. Personal and Continuing Education</p>	<ul style="list-style-type: none"> > Education opportunities are sought proactively for self. Development requirements are signalled in advance to the Feline Animal Care Team Leader. > Competence and skill level is maintained to perform role(s) to highest ability. > Meets objectives set at annual performance review.
<p>5. Actively contributes to Health & Safety</p>	<ul style="list-style-type: none"> > Take reasonable care for your own health and safety > Ensure you do not adversely affect the health and safety of other persons > Cooperate with any reasonable workplace health and safety policy or procedure, including, but not limited to; <ul style="list-style-type: none"> > Using Personal Protective Equipment (PPE) appropriately and when required > Understanding what to do in an emergency > Reporting all incidents and risks you are involved in or have witnessed > Speak up if you have concerns about health and safety

	<ul style="list-style-type: none"> > Contributes towards the development and implementation of policies and procedures that ensure compliance with the Health & Safety at Work Act (2015)
6. Volunteer Support and Supervision	<ul style="list-style-type: none"> > Ensures safety, support and wellbeing of Volunteers working in your team > Ensures Volunteers' duties and tasks are carried out in a safe and appropriate manner > Ensures professionalism and respect in all interactions with SPCA Volunteers
7. Carries out other duties as required from time to time	<ul style="list-style-type: none"> > Provides support and assistance to SPCA events and campaigns as requested > Assist in all areas of the workplace where there are employee shortages or some other need is identified, including the upkeep and maintenance of buildings, equipment and grounds. > Duties and responsibilities described above should not be construed as a complete and exhaustive list as it is not the intention to limit the scope or the functions of the position. Duties and responsibilities can be amended from time to time by the Centre Manager Christchurch/Ashburton or Animal Care Team Leaders to meet any changing condition.

Person Specification

Internal/External Relationships:

- > Animal Care Team Leaders
- > Senior Animal Attendants
- > SPCA Veterinary team
- > Other SPCA Canterbury Centre staff
- > Consultant Veterinary Staff
- > Volunteers
- > Members of the public
- > Other Animal Welfare Agencies
- > Christchurch city council
- > New Zealand Police
- > Vet clinics

Person Specification:

Knowledge and Experience

- > A certificate in Animal Care or Equivalent is required
- > A Vet Nursing Qualification is most desirable
- > Experience in staff/volunteer management/supervision is desirable
- > A sound understanding of animal behaviour – normal v abnormal
- > An understanding of Contagious and Zoonotic diseases is desirable

Skills & Abilities

- > Good interpersonal skills – ability to build rapport with employees, volunteers, other stakeholders and suppliers
- > Effective time management skills, organization and planning abilities
- > Confidence in handling companion animals displaying a range of temperaments
- > Ability to work effectively without supervision, including in a field which requires a degree of physical fitness
- > Ability to manage confidential information with responsibility and integrity.
- > Demonstrated skill in creative thinking and problem solving.

Equipment used and/or technology skills.

- > Sound computer skills including the use of e-mail, internet and Microsoft Office applications.

Personal attributes

- > Professional in approach, open and engaging in manner
- > Ability to work effectively without supervision and effectively prioritise daily tasks
- > Demonstrates strengths in accuracy, precision and attention to detail
- > Motivated and enthusiastic to inspire and encourage others to make a difference

- > Good at getting things done – a doer, action oriented, hard working
- > Resilient
- > A sound understanding and empathy with the goals and values of SPCA

SPCA'S VALUES

**We are
One**

**We are
Kind**

**We are
Brave**

**We
Thrive**

**We
Serve**

Let's give them a better life.

Find out more at:



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Royal New Zealand
SPCA is registered
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