

<b>TITLE:</b>	ISPCA Veterinary Nurse and Supervisor
<b>REPORTS TO:</b>	ISPCA Centre Manager
<b>LOCATION:</b>	National Animal Centre, Derryglogher, Keenagh, Co. Longford
<b>HOURS:</b>	Fulltime 08:30am -5:30pm (based on a seven day rostered system) <ul style="list-style-type: none"><li>• Time flexibility and travel required occasionally</li><li>• Evening work expected occasionally</li></ul>
<b>CONTRACT TYPE:</b>	Permanent
<b>DIRECT REPORTS:</b>	Supervision of Animal Care Assistants
<b>COMMENCEMENT:</b>	May 2022

## **About:**

The ISPCA is Ireland's largest national animal welfare charity, and represents 17 affiliated member societies across Ireland. Together the ISPCA and our members, rescue, rehabilitate and responsibly rehome thousands of animals of many different types each year. Our role is to prevent cruelty to animals, to promote animal welfare and to pro-actively relieve animal suffering.

## **The Role:**

The purpose of the role is to support the Centre Manager and is responsible for the coordination of all aspects of animal care and welfare at the National Animal Centre in accordance with designated ISPCA Policies and Procedures. Staff members are to treat all animals under their care in accordance with the specified ethos and policies, providing the highest level of care to all animals at the ISPCA Centre

## **Key Responsibilities:**

- The supervision of staff allocated to specific areas where animals are undergoing rehabilitation.
- Scheduling of daily and weekly routines and protocols for each area, ensuring all aspects of rehabilitation is incorporated and that protocols are tailored to the individual needs of rescued animals at the National Animal Centre.
- Responsible for supervision of animal care staff and volunteers ensuring good staff relations.
- Liaising with the equine welfare supervisor on the welfare of equines.
- Liaising with our customer care team and rehoming coordinator on all aspects of rehoming of animals at the Centre.
- Working cross-functionally as required, communicating with various departments and supporting the PR and Fundraising team with events, campaigns, photocalls, media etc.

## **Welfare of animals at the National Animal Centre:**

- Responsible for supervising the admission and assessment of animals admitted at the Centre.
- Responsible for the allocation of suitable accommodation for animals, their treatment, handling, feeding, hygiene, training and all other aspects of care.
- Liaising and cooperating with the contracted Veterinary Practitioners on all matters affecting the health of animals at the Centre, or being admitted, to ensure a high standard of care and rehabilitation, in line with ISPCA policies and guidelines.
- Arranging and running weekly veterinary days and transports between the ISPCA and veterinary clinic for procedures.
- Overseeing the ordering of all such feeding, cleaning supplies and equipment as may be required for the daily running of each area and stock controls of such supplies in the interests of economy.

- Supervision of transportation of animals to the ISPCA's Centres using ISPCA branded vehicles.
- Humane destruction of animals deemed unsuitable for fostering/rehoming, by the policies and methods prescribed by the ISPCA and the selection of such animals in conjunction with the contracted Veterinary Practitioners and carcass disposal as required.

### **Health and Safety:**

- Liaising with the ISPCA Safety Officer/Centre Manager on all health and safety matters and the initiation of reports in accordance with the reporting of incidents/accidents of injuries, diseases and any dangerous occurrences.
- Ensuring personal protective equipment (PPE) and ISPCA uniform is worn at all times whilst on duty and that it is presentable.

### **Maintenance and security of premises:**

- Ensuring provision for the replacement of equipment where necessary in consultation with the Centre Manager.
- Observing and reporting any issues and carrying out all other duties of the areas required from time to time.

### **Administration and Customer Service:**

- Responsible that ensuring excellent customer service is provided at all times at the Centre.
- Ensuring that all animal records, veterinary records and animal statistics are accurately kept in conjunction with the contracted Veterinary Practitioners and Centre Manager.
- Responsible for evaluation and assessment of all animal behaviour during their rehabilitation and the suitability for fostering/responsible rehoming.
- Responsible for recording up-to-date animal details and accurate information on the ISPCA database.

### **Physical & Social Environment:**

- The post requires a certain amount of physical labour in conditions that may be difficult and uncomfortable.
- The post will involve both indoor and outdoor working in all weather conditions.
- The post will involve working with animals that have been subject to cruel treatment. This does on occasion, regrettably, necessitate the destruction of animals based on veterinary advice.

### **Experience & Qualifications**

#### ***Essential***

- Veterinary nursing degree with a minimum of 3 years' experience in practice required.
- Experience caring for and handling sick, injured and traumatised animals and nursing them back to health.
- Excellent animal handling experience with canines, felines, small mammals and wildlife.
- Previous supervisory skills in a similar role required.
- Canine behaviour, evaluation and assessment skills desirable.
- Experience working within an animal welfare environment necessary.

## **Person Specification**

- Knowledge of animal welfare issues and keen interest in the work of the ISPCA.
- Strong verbal and written communications, well-developed interpersonal skills with high attention to detail.
- Excellent assertive skills are essential with ability to multi-task and work under pressure to meet deadlines.
- Enthusiastic, self-motivated and passionate about animal welfare.
- Excellent customer service skills and experience working with members of the public.
- Ability to work efficiently under pressure, as part of a team and also on own initiative.
- Must be proactive, available to work on a seven day rostered system and flexible to work occasional late evenings.
- Ability to travel within Ireland and EU if required.
- Full clean driver's licence required to drive a manual vehicle and licence to tow a trailer is desirable.

The above Job Description is not limited or fixed and all staff members are required to be flexible and are expected to perform different tasks as necessitated by the overall business objectives of the ISPCA.