

JOB DESCRIPTION

Main Job Parameters

Job title:	Animal Care Assistant
Location:	Derby & District Animal Centre
Accountable to:	Animal Centre Manager

Overall purpose of the job

To provide care for the animals in the Animal Centre, establish good customer relations, maintain administration procedures to support the above.

Principal Responsibilities

Health & Safety

Procedures as laid down in the Health & Safety manual are to be observed in all aspects of work.

Out of Hours cover

Occasional overnight cover will be required as part of a rota system.

Observation and Reporting

- Assist with the inspection and/or treatment of animals by a Veterinary Surgeon or other authorised person at the Animal Centre.
- Carry out checks on animals, including the taking of temperature, an inspection of eyes, ear, nose and throat for signs of infection or abnormality.
- Report any abnormalities to the Animal Centre Manager.

Security

Make sure animal accommodation is secure throughout the day.

Maintenance

Report any faulty equipment, lighting, heating, drains etc to the Animal Centre Manager.

Feeding and Watering

Following procedures, prepare and provide food and water for all the animals in the Animal Centre.

Cleaning and Hygiene

- Clean, disinfect and maintain to a high standard of cleanliness all the animal centre areas.

General Care

Attend to the needs of individual animals in our care including: ~

- Approach, handling, restraint
- Exercise
- Coat care/grooming
- Routine health checks
- Administration of first aid, treatments and medications as directed
- Assist with the humane euthanasia of animals, including disposal.

Microchip Implantation

The implanting of microchips and completion of microchip records.

Record Keeping

Maintain records, registers and statistics as required by Management.

Public relations, Customer Care and Administration

- Attend to the needs of the customer, whether internal or external.
- Liaise with colleagues at the Animal Centre, other RSPCA premises, and volunteers and encourage good communication between all.
- Deal with telephone enquiries, as required.
- Assist with stock management.
- Complete documentation relating to the acceptance and release of animals in our care, as required.
- Use of a computer to assist in the keeping of records.

Driving

Drive the Animal Centre vehicle on Society business as directed by Branch Management.

Any other duties as directed from time to time by Branch Management.

NB This job description is a statement of the job content of February 2017. It should not be seen as precluding future changes.