

Job Title:	Animal Coordinator	LAOKO	
Group:	Committee of Management	Snowy Mountains Wildlife Rescue	
Location:	Cooma Monaro Area	Travel Required:	Yes
Level:	Senior Carer	Position Type:	Volunteer part time
Date appointed:	Dec 2020		



Job Description

ROLE AND RESPONSIBILITIES

The Animal Coordinator's role is to manage all wildlife reported to and in LAOKO's care. Assist the Snake /Reptile ? Coordinator and Mange Coordinator in the management of reptiles, snakes and wombats with mange as required. They provide guidance and advice on the treatment (in liaison with vets/ vet nurses) and care of all wildlife in LAOKO's designated area. They communicate widely with all in LAOKO, particularly when decisions are being made about the welfare of wildlife in care. They have the authority to decide the best options for the wildlife under LAOKO care, eg. Continue rehabilitation or not, Care Plan, allocation of wildlife to volunteer carers, removal of wildlife from carers, location for release and release plans.

The Animal Coordinator is responsible for;

- Induct/ train new carers in their respective duties/ roles.
- Provide on-going mentoring, training, support and advice for carers and oversee mentors as appropriate to specialized skills.
- Be in regular contact with carers via phone and FB chat group and email to inform of appropriate practice/s.
- Prioritize allocation of wildlife to carers.
- Ensure data is recorded about animals in care and treatment including relevant details (feed, weight, injuries, vets) and provide reports as required, eg. NPWS, Mange
- Attend training sessions provided by LAOKO and other wildlife groups for the purpose of networking and increased knowledge about other species, eg. koala's, quolls.
- Maintain carer records of training, animals in care, results (i.e. in Wildman, google docs)
- Ensure carers are aware of their roles and responsibilities in accordance with all relevant Codes of Practice, Carers Agreement, LAOKO Constitution. Be proactive to avoid problems, breaches of the License and Codes of Practice.
- Liaise with the committee of management, LAOKO Coordinators, other wildlife organizations/ zoos- on all animal care matters.
- Visit LAOKO and carers sites with HSEQ Team occasionally, as time permits, to ensure supplies/ resources are adequate
- Be first point of contact with phonies, carers/ vets when needed to allocate or care for wildlife
- Provide advice and direct carers/ LAOKO members on best practice/ welfare and husbandry on the rehabilitation of animals in care.
- Together with HSEQ team, seek to prevent and follow up on license breaches and regulations in liaison with the committee of management.
- Source and organize release sites and plans for animals in care
- Provide appropriate input (photos, reports, info) for official LAOKO correspondence/ electronic media, grants, as required
- Participate in phone shifts, provide support and assistance as required
- Be active carers, particularly short term carers until others can be sourced. Take compromised animals into care initially to assess and stabilize before allocating to carers.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

This role requires a person with experience in communication, working with wildlife, teams of people and information technology (IT). Need to have training in multiple species. Excluding snakes and reptiles.

PREFERRED SKILLS

The person in this role shall be a trained and experienced wildlife carer of 5 years or more. Wildlife vet nurse is the most desirable qualification but not essential. The role requires the use of electronic media and communications, IT experience/ knowledge of various platforms eg. Zoom, Facebook, Facetime, Google Docs., WildMan, Word, Excel etc. is desirable. Excellent communication and supervision skills and willingness and time to supervise and support carers. Conflict management training and/or experience is highly desirable. Willingness to work as part of the larger LAOKO team and participate in Committee of Management meetings.

ADDITIONAL SPECIALIST SKILLS AND CAPABILITIES

This section to be used if the recipient can provide additional skills / capabilities to assist LAOKO in the animal coordination role, eg. vet nurse, 24/7 availability, wildlife first aid, rescuer. List here any these additional provisions.

NOTES

Ideally the person should be accessible to Kosciuszko Road located in or near Cooma, Jindabyne, Berridale or Bredbo and have capacity to devote time as required to perform the tasks above.

REFERENCE DOCUMENTS AND PROCEDURES

Documents listed/ linked below directly effect this position and must be used together with this Job Description to give a complete picture of the roles, responsibilities and responsibilities.

- LAOKO Constitution
- NPWS Codes of Practice and Guidelines
- LAOKO Animal Coordinators Authority, Roles and Responsibilities Procedure (to be drafted)

Prepared By:	Guy Palframan (HSEQ Coordinator)	Date:	Nov 2020
Reviewed By:	Lisa/Elena/Kylie/ Cheryl	Date:	Jan 2021
Agreed By:		Date:	Jan 2021
Last Updated By:	Guy Palframan	Date/Time:	9 February 2021/ 1029