

Job Title:	Euthanasia Coordinator	LAOKO Snowy Mountains Wildlife Rescue	
Group:	Coordinators		
Location:	Snowy Monaro Region	Travel Required:	Yes
Level:	Coordinator	Position Type:	Volunteer part time
Date appointed:			



Job Description

AUTHORITY

No additional authorities other than those specified below.

ROLE AND RESPONSIBILITIES

The Euthanasia Coordinators' role is to manage and coordinate all LAOKO Wildlife Euthanisers. Liaise with Phone Coordinator, Phonies and ACs. Provide backup communication for phonies, ACs and euthanisers when required. The Euthanasia Coordinator shall ensure all LAOKO Euthanisers have the appropriate firearms safety training, PPE, qualifications and licenses to legally discharge firearms and euthanise wildlife.

Euthanasia Coordinator shall;

- Manage and direct all LAOKO Euthanisers, including, but not limited to, recruiting euthanasia volunteers and facilitating the necessary administration to authorize shooters to be able to euthanase for LAOKO. Assistance may include providing a LAOKO wildlife welfare letter for euthanasia volunteers to obtain the welfare endorsement on their shooters license.
- Ensure all active euthanisers in LAOKO meet current legal requirements in accordance with; LAOKO's constitution, the National Parks and Wildlife Service (NPWS) license, NSW Police Firearms Safety and Animal Welfare.
- Support and communicate regularly with LAOKO Euthanisers, including emotional support/ advice eg. for stress, PTSD related to euthanasia of wildlife.
- Work especially closely with LAOKO Animal Coordinators and Phone Coordinator.
- Facilitate the training and development of all LAOKO Euthanisers.
- Ensure HSEQ (including WHS) policies and procedures are implemented and followed by all LAOKO Euthanisers.
- Report and/ or ensure all firearms/ euthanasia incidents are recorded and reported to the Committee of Management and the HSEQ Coordinator.
- Update LAOKO Euthanasia policies, procedures and liaise with HSEQ coordinator when required.
- Using LAOKO funds, purchase all necessary PPE for euthanasia volunteers, including: hi vis vest, jackets, ID, warning signs.
- Ensure euthanasia volunteers have the necessary safety PPE – e.g. hi vis vest, ID, warning signs.
- Liaise with phonies / phone coordinator to ensure euthanisers on the Euthanasia volunteer list are available and active and remove from the list if not available.
- Monitor / check euthanasia volunteers availability and update euthanasia volunteer list regularly.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Must be a qualified and licensed (Welfare) wildlife euthaniser with at least 5 years experience. IT literacy. Management qualifications or equivalent experience in managing people, especially volunteers.

PREFERRED SKILLS

This role requires a person with good interpersonal, organizational and communication skills.

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 of these additional items.

ADDITIONAL NOTES

Willingness to travel and meet in person and virtually. Suited to a person retired or semi-retired.

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 Euthanasia Coordinator Authority, Roles and Responsibilities Procedure (*to be drafted*)

Prepared By:	Guy Palframan (HSEQ Coordinator)	Date:	Nov 2020
Reviewed By:	Elena/Lisa/Cheryl/Di Blyton	Date:	Jan 2021
Agreed By:		Date:	Jan 2021
Last Updated By:	Guy Palframan	Date/Time:	9 February 2-21/ 1045