



## POSITION DESCRIPTION

### A. IDENTIFICATION

Position Title: Practicum Student: Vancouver Shelter Project

Name of Student: \_\_\_\_\_

Department: Operations

Position Reports To (Title): Manager - Animal Welfare

Description Prepared by: Manager - Animal Welfare Date: July 2017

### B. POSITION SUMMARY

This position suits a student with a specific interest in animal health and shelter management. The student will assist the BC SPCA Vancouver Shelter Manager managing the health and welfare of animals at the Vancouver Branch, gaining knowledge and experience in professional animal shelter management. The student shall work collaboratively with staff and volunteers to ensure maximum compliance with both animal management protocols and welfare standards/policies as resources allow in the shelter. The student will work towards improving individual welfare and meeting standards for care as set out in the Canadian Standards of Care in Animal Shelters: Supporting ASV (Association of Shelter Veterinarians) Guidelines.

The student has a direct reporting relationship to the Manager - Animal Welfare and to the Vancouver Shelter Manager. The student will work collaboratively with staff and volunteers on a day-to-day basis to coordinate and consult on issues as they relate to animal welfare practices in the Vancouver Branch.

### C. DUTIES AND RESPONSIBILITIES

- BC SPCA Training
  - Completion of BCSPCA online:
    - Building a Respectful Workplace
    - Animal Management Rounds – AM and PM Rounds
    - Staff training Behaviour & Welfare
    - Introduction to Health and Safety
    - Policies and Procedures
    - CatSense
  - Sophia Yin
    - Low stress Handling
  - Other training courses identified by Manager - Animal Welfare
    - DogSense, RabbitSense

16 hours during first week with ongoing training in Shelter

- Animal Management
  - Learn and assist with maintenance of animal management systems, DogSense, CatSense and RabbitSense
  - Assist AHT and staff with, intake, medical, assessment, behaviour and welfare management, and adoption matching
    - Approximately 2 hours per week
  - Assist staff with daily animal management
  - Conduct daily rounds at least twice a week before animal care staff arrive at shelter
  - Ensure that each individual animal under our care is observed daily, their health, behaviour and overall welfare considered, documented and action taken to provide for the best welfare possible.
  - Maintain a working/pending list of shelter animals
  - Ensuring proper information management
  - Attend weekly animal behaviour training
    - 1 hour per week
  - Support staff and volunteers with remediation plans for individual animals
  - Ensure all animal information is available, accurate, and recorded in ShelterBuddy and/or in the animals file
  - Prior to animal management meetings with Branch Manager about specific animals, assemble and gather additional information required to make the best decision
  - Work one week 4 hours on dog care, cat care, reception and assisting AHT during first three weeks.
- Optional and to be determined by Shelter Manager:
  - Participate in animal seizure if one occurs during placement and with permission of Cruelty Investigations Department (CID)
  - Student will be present for Shelter Manager planning conversations with CID if animals from CID are coming into Vancouver Shelter
  - With CID approval student will attend Animal Protection Officer (APO) seizure of animals coming into the shelter
  - Assist assigned staff with volunteer workshops if required and scheduled
- Applied Communication
  - Create information brochure, to be determined in consult with Manager - Animal Welfare, for volunteers, public or other shelter professionals
- Reports
  - Provide regular weekly written reports to Branch Manager and Manager Animal Welfare detailing animal management observations made during week
  - Assist specific animal care staff with weekly reports generated for volunteers on current in care animal needs
- Schedule
  - Min 35 hours per week based on student's availability between May-June or July-Aug, or part-time May-Aug 2016 and in agreement with Branch Manager
    - Week one – training and orientation
    - Week two through three – start morning rounds two days a week and work with animal care staff for 4 hours in dogs, cats, reception and with AHT

- Week three on – 2 hours weekly performing morning rounds, 3 hours assisting Manager with daily management of animals. 1 hour attending weekly animal training with volunteer trainer. Remaining 10 hours supporting staff and volunteers meeting animal needs, day-to-day management required.
- Performs other duties as required

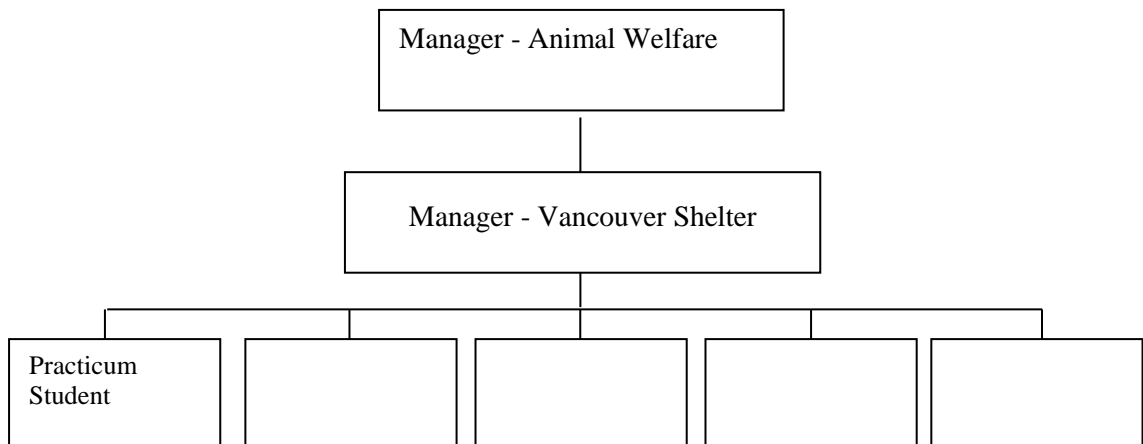
**D. CONTACTS AND COMMUNICATION**

- Direct contact with Branch manager, staff, volunteers and public
- Works collaboratively with the Branch manager, the Manager - Animal Welfare and Manager - Animal Health

**F. KNOWLEDGE AND SKILL REQUIREMENTS**

- Must have genuine compassion for animals and previous animal care training or equivalent experience
- Animal behaviour training an asset
- Excellent communication, organizational and interpersonal skills
- Ability to support staff and volunteers.
- Philosophical harmony with BC SPCA policies, programs and protocols
- Computer Skills – Windows, MS Office; knowledge of Shelter Buddy an asset

**G. ORGANIZATIONAL RELATIONSHIPS**



**H. APPROVALS**

Incumbent's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor's  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_