

VALE WILDLIFE HOSPITAL & REHABILITATION CENTRE

Station Road, Beckford, Tewkesbury, Gloucestershire, GL20 7AN

Tel: 01386 882288 Charity No: 702888

Email: info@valewildlife.org.uk Website: www.valewildlife.org.uk

TRAINEE WILDLIFE CARE ASSISTANT FULL-TIME JOB DESCRIPTION

- **Assisting with, & carrying out on your own, the assessment and first aid of casualties coming in, and any ongoing treatment required.** Note that some horrific injuries have to be dealt with – serious injuries and badly infected wounds. Full training will be given. Procedures must be signed off by a manager and a veterinary surgeon before you will work unsupervised.
- **The handling of all species of wild birds and mammals**, some of which have the potential to cause serious injury. **Attending call-outs to and rescues of sick and injured wildlife, often unaccompanied.** Full training in handling and capture techniques will be given.
- **Calculating dose rates and administering medications to wildlife casualties.**
- **Accurate record-keeping; booking in casualties, keeping patient record sheets, and patient location records up-to-date.**
- **Regular monitoring of animal health and wellbeing and reporting any concerns to the person in charge.**
- **Daily feeding routines both inside and outside the hospital building.** Note that feeding may include the use of dead day-old chicks and mice, crickets, mealworms and maggots, and also fish, all of which may need to be cut into pieces before feeding to a casualty.
- **Daily, thorough cleaning of cages inside the hospital and aviaries and enclosures in the outside areas.**
- **Providing fresh water daily to all animals both inside the hospital building and in the outside areas.**
- **Ensuring all dishes, trays and other feeding utensils are washed, dried and put away in the correct places.**
- **Ensuring all towels, blankets etc (animal bedding) are washed and dried.**
- **The correct and regular disposal of waste, both animal waste, bedding etc and general rubbish.**
- **Driving the Charity vehicles (inc vans & a 4-wheel drive vehicle).** A full, clean driving licence is required. Driving will include collecting casualties, attending the vets, transporting foodstuffs and other stock needed.
- **Regular cleaning of staff room, overnight room and reception area.** This includes washing up, hoovering, bed making and general cleaning.

- **Dealing with the public in a proper and polite manner** when taking telephone calls, carrying out reception duties, attending call-outs and manning fundraising stalls. There is also the possibility of television or radio interviews, and newspaper photographs.
- **During quieter periods there will be a requirement to carry out other duties including aviary / enclosure building and maintenance, wood treatment application, grass cutting, weeding, envelope stuffing, thorough cleaning of walls and floors inside the hospital and other jobs as required.**
- **Undertake any other reasonable duties as may be directed from time to time by the Hospital Management or Trustees.**

While at work all employees are required to:

- Take care of their own health and safety and that of others who may be affected by their acts and omissions.
- Cooperate with Charity policies and procedures for health & safety.
- Understand and comply with the charity's Code of Conduct.
- Adhere to the charitable objectives which are to facilitate the rescue, rearing, rehabilitation and release of British wildlife casualties.

At least one voluntary, trial day will be required to be worked before any decision is made. This is for the benefit of both Vale Wildlife and any potential Care Assistant.

ROTA - The working pattern will be done on a rota system, which will involve working weekends. **The rota also includes on-call nights involving unsupervised overnight stays at the hospital** (no more than one night per week) to deal with incoming out-of-hours casualties and emergencies. (You are welcome to bring someone else with you).

The rota is subject to change at short notice to cover holidays and other absences.

You must be confident to work alone during nights on-call and confident in making decisions and taking necessary actions on your own and unsupervised once training has been given.

PAY - rates as per National Minimum Wage requirements.

We do not pay overtime. Some unpaid overtime will be inevitable, especially during the spring and summer, due to the nature of the work. For example, a call-out may involve working past 5pm and, on very busy days the routine jobs may not be finished until after 5pm.

SICK PAY – We do not offer any sick pay. Statutory Sick Pay is payable after more than 4 days absence in a row on production of a doctor's certificate.

HOLIDAYS – There is an entitlement of 28 days per year holiday. Bank Holidays are normal working days for us & are worked as such at the normal rate of pay.

Only one Care Assistant will be allowed to take holidays at any one time, decided on a first come, first served basis.

IF YOU DO NOT LIVE LOCALLY TO BECKFORD, PLEASE CONSIDER VERY CAREFULLY WHETHER YOU COULD MANAGE FINANCIALLY ON A LOW WAGE.