

## **POSITION DESCRIPTION**

<b>Position Title:</b>	Project Vet Nurse/Technician
<b>Classification:</b>	<b>Modern Award[MA000118] PML5</b>
<b>Status:</b>	Full Time
<b>Package:</b>	Salary Range \$56,092.40 - \$65,100.00 (plus Superannuation Guarantee, Salary Sacrifice arrangements, and above award conditions including 5 weeks annual leave, remote travel allowance)
<b>Reports to:</b>	Program Manager – Operational Delivery
<b>Role Function:</b>	The Project Vet Nurse/Technician assists the Program Manager by performing project delivery and support activities, which contribute to the development and delivery nationally of AMRRIC's One Health-focused companion animal management services.

As a national not-for-profit organisation that advocates and coordinates culturally safe veterinary and education programs in rural and remote Australian Indigenous communities, AMRRIC exists to assist and empower communities to meet their needs for companion animal health, care, and safety. By working with remote Aboriginal and Torres Strait Islander communities to improve the health of their pets, we are working towards our vision of Healthy Animals, Healthy, Proud Communities.

## **CORE DUTIES:**

### **Operational**

- With AMRRIC staff, contracted professionals and volunteers, attend remote programs nationally, and fulfill a clinical veterinary nurse role:
  - Typical duties may include being the sole veterinary nurse supporting veterinary surgeries, anaesthetic monitoring, administration of anti-parasitic treatments, asepsis management of remote clinical setups and pack-downs etc.
  - Travel for programs may include 10-15 days per month during peak periods, where peak seasons occur between Apr-Jun and Aug-Oct each year.
- Where required and with remote support structures, undertake fieldwork in a team lead role, having responsibility for a multi-disciplinary team.
- Under the direction of the Program Manager – Operational Delivery assist with all functionalities relating to AMRRIC's One Health focused services, including but not limited to:
  - implement program plans and logistics including administrative tasks associated with travel bookings and purchasing.



- coordination of veterinary drugs, consumables and equipment, including ordering and stock control.
- coordinate maintenance of veterinary equipment and processing of surgical kits
- coordinate with the Office Manager for vehicle maintenance and safety management ensuring readiness for programs.
- contribute to data capture and report writing as part of the monitoring and evaluation of program plans.
- under direction, coordinate and execute in field research sampling.
- support community engagement and education outcomes
- Contribute to organisational reporting requirements as required.
- Other duties, consistent with skills and experience, as directed by the Program Manager – Operational Delivery.

### **Advocacy & Stakeholder Engagement**

- Promote and share knowledge regarding AMRRIC's One Health-focused companion animal management services through representation at public forums, community meetings, and conferences.
- Communicate effectively with a diverse range of stakeholders to build and maintain relationships particularly within remote communities, including but not limited to seeking permissions to undertake programs, arranging local liaisons, meeting with schools and community groups.
- Practice cultural humility in order to deliver culturally responsive services.
- Work with team members to develop stories and awareness raising material for the promotion of the work of AMRRIC.
- Regularly review and update organisational systems for program stakeholder engagements contributing to reporting.
- Maintain and exercise discretion in the use of confidential information.

### **Professional Development**

- Attend and contribute to AMRRIC staff meetings. Participate in regular cultural and professional learning and development opportunities.
- Maintain relevant knowledge around animal management.
- Maintain relevant veterinary clinical knowledge and surgical skills relating to remote veterinary program delivery.

### **Scope**

- Flexibility and willingness to travel and stay in remote communities.
- Work additional hours as required.

### **SELECTION CRITERIA:**

#### **Relevant Experience**

- Demonstrated experience supporting various types of surgeries and health checks and knowledge of veterinary equipment and anaesthetic procedures.
- Previous experience in coordination of veterinary services through community programs or in shelters desirable but not essential, including experience in logistics and resource planning.



- Demonstrated experience in veterinary stock control and equipment maintenance coordination.
- Demonstrated experience in team management including leadership in a veterinary setting desirable.
- Demonstrate excellent verbal/written communication skills with a diverse range of stakeholders, including the:
  - ability to relate to, motivate and empathise with a range of people from different backgrounds.
  - ability to effectively communicate knowledge of companion animal health issues with culturally and linguistically diverse persons.
- Demonstrate enthusiasm for and commitment to animal health and wellbeing.
- Demonstrate passion around health and wellbeing in remote Aboriginal and Torres Strait Islander communities.
- Sound computing and data management skills including the use of Microsoft Office, and ability to use applications to record data out in the field.

**Educational Requirements**

- Bachelor in Veterinary Tech, or Certificate IV in Veterinary Nursing, and minimum 3 years' experience post qualification.
- Formal qualifications in project management or minimum 2 - 4 years demonstrated relevant experience such as practice administration.
- Remote First Aid Certificate or the ability to acquire.
- Previous experience in a not-for-profit environment is desirable.
- Manual, unrestricted driver's license.
- Ability to obtain a non-disclosable National Police Criminal History Check.
- Working with Children Check valid across jurisdictions, or the ability to obtain such.

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Manager Name:

Signature:

Date:

Employee Name:

Signature:

Date: