

# Community Outreach Programme Assistant

## About Soi Dog Foundation:

Soi Dog Foundation is the largest animal welfare organisation in Asia dedicated to helping stray dogs and cats. Soi Dog Foundation sterilises, vaccinates, administers medical treatment, shelters, promotes adoption of stray dogs and cats in Thailand, and runs education programmes on animal welfare. Soi Dog Foundation is also actively working to end South East Asia's dog meat trade, and is expanding within South East Asia, having recently opened an operation in Vietnam.

Soi Dog's Mission Statement is: **"To improve the welfare of dogs and cats in Asia, resulting in better lives for both the animal and human communities, to create a society without homeless animals, and to ultimately end animal cruelty"**. Its core values are compassion, honesty, integrity and transparency.

## JOB DESCRIPTION

**Job Title and Summary:** The Community Outreach Programme Assistant performs patient care duties across various locations within the Phuket community, it is not a shelter-base role. In addition to basic animal handling and medical knowledge, the knowledge of education programmes, The Community Outreach Programme Assistant must have effective communication skills and enjoy working with animals.

The Community Outreach Programme Assistant assists the Community Outreach Manager in the care of animals in need. He/she may perform an initial evaluation of the animal's condition, clean and wrap wounds, check vital statistics, collect samples and administer medication. He /she must be able to carefully follow instruction.

The Community Outreach Programme Assistant assists is required to help during patient examinations by restraining animals when necessary. Also responsible of keeping equipment and tools clean and ensuring that is in good working order. He/she also educates and offers advice to owners, feeders and carers of animals with the objective of improving or maintaining the welfare of the animal(s) and preventing and alleviating suffering.

## Key Responsibilities:

### Essential Job Duties

- Holding and monitoring animals during examination.
- Grooming animals when needed
- Animal restraint during procedures and examinations
- Cares for animals in a positive manner
- Monitors animals for any change, different from normal
- Educating the community on animal welfare and caring for animal

### May be expected to help with other duties, such as:

- Administering drugs, and injections
- Undertaking diagnostic tests
- Administering immunizations
- Administering first aid to animals
- Responding to and recognising emergencies

- Assisting with capturing/trapping an animal, eg. blow darting

**Department and Supervisor:** Animal Welfare and Reports to Community Outreach Manager

**Skills and Qualifications:**

- Thai nationality only.
- Local Phuket people will be an advantage but not essential.
- Experience in deal with Or Bor Tor and local authorities and head of communities will be an advantage but not essentials.
- This person should enjoy working with animals.
- Be able to lift 20kg, and work in a fast paced environment.
- Good command and communication in English.
- Must have effective communication skills
- Basic medical knowledge, follows instructions and understands animal behaviour.
- Ability to travel locally and regionally to attend to daily work demands.
- Valid driving license would be an advantage (specially the ability to drive manual)

**Location:** Soi Dog Foundation's shelter in Mai Khao, Phuket and across various locations within the Phuket community, it is not a shelter-base role.

**Type of Employment:** Full-time position.

**Benefits:**

- Five-day work a week 08:00-17:00 with two days off. (May be required to work weekend or flexible time depending on their duties as directed by their Head of Department.)
- 19 annual holidays (including Thai National Holidays) rising to 25 days with year of service
- Annual Salary Adjustment
- Annual Service bonus
- Social Security
- Provident Fund
- Uniform

**Soi Dog is an equal opportunities employer and does not discriminate on the basis of age, sex, sexuality, religion or disability. Soi Dog Foundation does give preference to Thai candidates for jobs in Thailand.**

## HOW TO APPLY

Please send your CV in English, together with a covering letter detailing why you think you would be appropriate for this role, to [hr@soidog.org](mailto:hr@soidog.org) to reach us by **October 31, 2018**.

Shortlisted candidates will be contacted.