Equine Health Manager

Days End Farm Horse Rescue (DEFHR) is looking for an Equine Health Manager who will be responsible for the overall health, well-being and happiness of all horses under the organization’s care (those in critical/rehabilitative care, DEFHR’s program horses, and those waiting for adoption) while maintaining a positive work environment and a facility that is clean, safe and professional.

You must have strong skills in equine health and husbandry; be able to think outside the box; have excellent interpersonal skills with the ability to communicate clearly and concisely; and be able to plan, direct and effectively lead staff and volunteers.

**Purpose of Position:**
Manage a large population of equines (60-100 at any given time) needing various levels of care, from critical to rehabilitative and ongoing maintenance. Administer, evaluate and improve DEFHR’s horse and farm programs. Oversee day-to-day farm operations, barn staff and volunteers while providing leadership, supervision, training and guidance. Work with the public ensuring that service providers, visitors, program participants and volunteers have positive experiences at the farm.

**Responsibilities:**

**Horse Rescue, Rehabilitation and Husbandry**
- Cultivate and maintain effective working relationships with veterinarians, farriers, dentists, etc.; schedule and manage appointments
- Ensure proper handling and control of horses when interacting with veterinarians, farriers, dentists, etc.
- Follow care plans recommended by veterinarians as needed; ensure proper administration of medical care (e.g., soaking and wrapping hooves, injections, vaccinations, intravenous tubings)
- Ensure the proper identification and interpretation of medical problems (e.g., abscess, hematoma, founder, disease and behavior variations) (exceptional understanding of equine behavior is paramount, since behavior may indicate health concerns)
- Ensure proper preparation/distribution of feed to every horse (all DEFHR horses have individual feed plans/schedules)
- Establish, maintain and document a care plan for every horse in rehabilitation (attention to detail is critical since much of this documentation is subpoenaed for court)
- Ensure that all horses have access to clean, fresh, potable water at all times
- Ensure that animal habitats are clean and free of debris/contaminants, and that proper shelter is provided
- Respond to and support in equine seizures and emergencies, to include
  - Perform or assist with triage/medical care as needed during horse seizures
  - Provide assistance in off-site equine emergencies and disasters as directed by management
  - Be on-call when required for horse- and farm-related emergencies
  - Use creative and out of the box thinking to help accommodate new horses with minimal disruption to current population.
**Leadership and Supervision**
- Interview, hire, evaluate, mentor and terminate barn staff
- Ensure that barn staff fulfill the duties and responsibilities defined in their job descriptions, providing day-to-day check ins, 90-day and annual performance reviews
- Train new and existing barn staff in accordance with DEHFR policies, procedures and safety protocols
- Communicate daily with barn staff regarding current farm and horse care requirements and task-related information
- Ensure that barn staff represent DEFHR in a professional and positive manner at all times
- Assist in directing Farm Maintenance Technician on farm-related projects
- Ensure that staff and volunteers maintain open lines of communication and healthy working relationships through training, supervision and collaboration with Volunteer Coordinator
- Maintain a culture that helps keep morale high so that staff/volunteers are satisfied with the work and likely to stay with the organization and perform well

**Teaching and Educating**
- Assist Community Outreach Director with formulating/implementing an education curriculum for DEFHR’s Residential Internship Program
- Educate interns on horse- and farm-related course material
- Provide continuing education and training of new and existing volunteers to improve competency, maintain a positive morale and ensure safety
- Participate in continuing education opportunities for advancement in horse husbandry and career development
- Research medications, treatments and new/current horse management techniques to further advance DEFHR’s rehabilitation and husbandry programs (consultations with veterinarians and management will be required before implementation)

**Maintaining Records and Documentation**
- Follow established protocol for documenting critical care notes and record keeping
- Update and maintain daily critical care notes; feed changes; and veterinary, farrier, dewormings and dental visits for all horses, in required systems and record books *(attention to detail is vital)*
- Provide detailed farm-related information to Development Director for grants and other development/fundraising endeavors
- Provide department updates to management on a monthly or as-needed basis
- Complete “Current Care and Requirements” documentation for exiting equines

**Facility and Supply Management**
- Ensure that the facility is clean, meets established safety standards and presents a professional appearance at all times
- Order, maintain and control inventory of medical supplies, bedding, feed, hay, supplements and farm-related materials in a timely manner; procure manager approval required prior to ordering. Time management, organization and planning skills
- Co-direct Farm Maintenance Technician to ensure that farm repairs, daily maintenance tasks and special farm projects are addressed and completed

**Administration and Additional Responsibilities**
- Maintain barn staff training manual
- Lead monthly barn staff meetings
- Create and maintain monthly work schedule for barn staff
- Collect, review, approve and submit bi-monthly time sheets to management
- Regularly update Development Director and management with donation needs for horses and farm
- Ensure in-kind donations are documented, assigned values for retained items and properly stored
- Exemplify compassion and empathy to the animals in your care and the situations they came from
- Encourage a welcoming and mission-passionate environment
- Represent DEFHR in a professional manner at all times
- Other duties as assigned by management

**Qualifications/Training Required:**
- Bachelor's degree in animal science, equine business management, or agricultural science; and/or an equine management certificate
- Experience with managing and supervising staff
- Previous hands-on experience with equines, including handling, management, care and husbandry
- Veterinary certification or veterinary technician related experience preferred
- Proficiency in Microsoft Office products
- Physical ability to perform manual, sometimes demanding, labor
- Ability to foster positive working relationships; experience in conflict resolution
- Strong written and verbal communication skills
- Ability to complete necessary daily responsibilities when there are no volunteers
- Excellent organization, prioritization and time management skills
- Must be dependable and possess a strong work ethic
- Provide own transportation

**Time Required:**
Minimum 40 hours weekly, 8am-5pm with one hour for lunch. Setting up, planning and working during special events (minimum of 3 times/year). When staff meetings are scheduled outside your working hours, you will be expected to attend. Horse impoundments/critical care cases can arrive at any time and may require extended work hours for a period of time.

**Salary:**
Salary is based on experience and qualifications with benefits.
*Employment with Days End Farm Horse Rescue is based on mutual consent, both the employee and Days End Farm Horse Rescue have the right to terminate employment at will, with our without cause, at any time.*

**Benefit Package:**
Following a 90-day review, individual health and dental insurance and a 401k saving plan are available.

**Appointed and Managed By:**
Equine Programs Director

**Scope of Authority:**
Barn Staff (Leaders and Assistants), Farm Maintenance Technician, and Volunteers

**Working Relationships:**
All DEFHR staff (including management team), service providers and volunteers

**Available Resources:**
All items required for appropriate maintenance of facility and care of animals.

**Evaluations:**
First 90 days and annually thereafter.
**Policies and Procedures:**
11/8/06 – Policies and procedures manual

**To Inquire About Position**
Send resume and cover letter to programs@defhr.org.

**References:**
Upon request

I acknowledge that I have received this job description and understand it is flexible and subject to change. Should I have any outstanding monies due Days End, I acknowledge these may be taken from my last paycheck. Furthermore, I acknowledge I have received my employee handbook.

__________________________________________  ______________________________
Employee / Date                           Equine Programs Director/ Date