

DHA JOB POSTING

Job Title: One Health Coordinator (10-15 hours/week)
Job Classification: Part Time, Exempt

Start Date: Immediate Opening
Job Relationships: Director of Veterinary Services

What is One Health?

“One Health is defined as a collaborative, multi-sectoral, and trans-disciplinary approach — working at the local, regional, national, and global levels — with the goal of achieving optimal health outcomes recognizing the interconnection between people, animals, plants, and their shared environment.” ~~~ Centers for Disease Control and Prevention

What is the DHA Clinic?

Located at the Henrietta Johnson Medical Center (HJMC) in Wilmington, Delaware, the free clinic is held the first Saturday of every month from 9 am to noon. Through the support of the Delaware Humane Association (DHA) and under the direction of a group of enthusiastic veterinarians and veterinary technicians from clinics in the greater Wilmington and Philadelphia area join student volunteers from PennVet and the University of Delaware to provide free vaccinations, wellness exams, and health screenings for income qualified members of the Wilmington community.

The clinic serves to inform owners about the interconnectedness and profound impact that their pet's health has on their personal, their families, and their community's overall health. In hosting the clinic at a human medical center, our hope is that pet owners will also be inclined to seek health advice and services for themselves. Through sponsorships, donations, and support from DHA, we are able to provide the services free of charge!

Job Responsibilities:

- Managing the relationships with DHA's One Health collaborative partners (Henrietta Johnson Medical Center, University of Pennsylvania School of Veterinary Medicine, University of Delaware, and others)
- Inventory of medical supplies - monitoring, ordering
- Keeping track of donations/proper donor acknowledgement, in conjunction with Philanthropy Staff
- Checking paperwork supplies for monthly clinic
- Review of protocols on Google Docs - update
- Review of required reading for students - update
- Help with training presentation for UD student interns each semester
- Serving as liaison to UD students during project drafts
- Coordinating volunteers and monitoring Sign Up Genius and add updated protocols
- Providing link to HJMC about current scheduling protocols
- Update paperwork to reflect new policies about ONE visit and change info on HJMC website
- Be present for monthly clinics and any new clinic opportunities

Job Qualifications:

- Commitment to the well-being of animals and to the mission of the Delaware Humane Association.
- Demonstrates safe behavior and insists upon it from others at the center
- Team player
- Solid, working understanding of Delaware laws regulating the operation of an animal shelter.
- Follows standard operating procedures in daily activity and ensures that staff do so, as well.
- Adheres to and promotes the Best Practices, Corporate Culture and Codes of Ethics agreements
- Interacts harmoniously & professionally with all staff, volunteer, others connected with the organization and with the public.
- Effective in suggesting, leading and implementing new and/or improved programs

Education and Experience:

- Education and Experience: Bachelor's Degree preferred or three years' experience involving work in a shelter facility caring for animals, purchasing supplies, public contact and supervision.
- Background as a veterinary technician is desirable.
- License/Certificate Requirements: Due to the performance of some field duties, which may require the operation of a personal vehicle, a valid Driver's license, and an acceptable driving record are required.

Knowledge, Skills, Abilities:

- Exhibited flexibility and professionalism.
- Knowledge of animal health, care and welfare.
- Excellent communications, public relations and written skills.
- Shows maturity, good judgment and performs duties in a professional manner.
- Demonstrates capability to be a self-starter, facilitator, organizer and innovator.
- Ability to operate a personal computer, word processing software, copy machine, facsimile, and answer telephones in the prescribed manner.
- Available for occasional evening and weekend duties

If you are interested in applying for this position, please submit a cover letter, current resume, and desired hourly rate of to Layne Ross, Director of Customer Relations & Human Resources at lross@delawarehumane.org by 5 pm - May 14, 2019.