



## NATIVE ANIMAL REHABILITATION CENTRE INC

### Work Experience Secondary

#### **Title**

Work Experience Secondary

#### **Purpose**

Serving the community by enhancing classroom learning by applying theory and practicing skills in the workplace.

Developing appropriate expectations and attitudes towards work

Acquire confidence and self-reliance in preparation for transitioning into permanent employment.

Providing a commitment in time, build knowledge and develop skills and interpersonal skills through operational and non-operational roles.

This role is for anyone who is interested in working directly with wildlife as they move into a career in this industry.

Work in the rehabilitation stages of the centre under the guidance of a registered wildlife rehabilitator or experienced volunteer.

#### **Benefits**

Increased knowledge and skills including competency training.

Personal satisfaction and meet new people.

Helping wildlife in WA.

Be active and challenge yourself.

Opportunity to develop your skills in a new environment.

#### **Time Commitment**

Short Term Placement – Daily 9.00 am-5.00 pm

Long Term Placement – Regular Weekly (specific day) (either 8.30-1.30 pm or 1.00 pm – 6.00 or 8.30-5.00 pm for at least one term. If you are undertaking regular placement over multiple terms you must commit to continuing your shift over the holiday period

Lunch break, - 1 hour ( as appropriate).

#### **Attributes**

Physically fit.

Enthusiasm and positive attitude, team orientated.

Committed to serving the community and the wildlife of the region.

Responsible and mature approach.

#### **Responsibilities include:**

Attend your designated shift regularly

Adhere to Code of Conduct and Safety Policy and Processes.

Following instructions given by Supervisor/Manager

Correct operation and care of equipment.

Respect shown towards volunteers, staff and wildlife.

Report any safety issues, accidents or injuries or concerns to the Supervisor/Manager.

#### **Standards**

Must be 14 years – 18 years of age.

Current Tetanus injection (highly recommended).

\*Be covered by the School's Personal Accident Insurance (week-ends and holidays).

If Overseas Student – must have interview with the Manager.

Follow all reasonable directions of those placed in authority.  
Follow all Policies - Safety Processes (including Personal Protective Equipment).  
Maintain in good order all equipment placed in your charge.  
Maintain the good name of Native ARC.  
Wear the Native ARC uniform only during authorised training and operations.  
Return all clothing and equipment on leaving Native ARC.  
Advise Native ARC of any changes to your health that might adversely affect your ability to perform accepted tasks during training and operations.

## **Tasks**

### **Food Preparation**

Cutting up fruit and vegetables for a variety of animals.  
Measuring portions of seeds/other food items.  
Retrieving food items from the cold room.  
Other food requirements.

### **Cleaning**

Sweeping out cages/removing debris as required.  
Vivariums, aviaries or other housing facilities.  
Disinfecting items / cages as required.  
Cleaning of Centre facilities as required.

### **Dish Washing**

Washing up feeding bowls/dishes.  
Storing the clean bowls/dishes.

### **Laundry**

Wash soiled blankets/other items used at the Centre.  
Placing and removing items on/off the clothes line.

**Record Keeping/Observation** – taking notes/weighing animals etc.

**Ground Maintenance – as required**

**Provide Assistance and or other tasks when required**

### **Other Requirements**

Wear appropriate - Clothing/Uniform

*Long Pants covering the ankle and closed-in boots/shoes,  
Plain Black T-shirt. (no jewellery to be worn on site.)*

Native ARC is situated in prime snake habitat and there is no shortage of both tiger snakes and dugites around the grounds. Be cautious when walking outside and report any sightings or possible snake holes to the Supervisor and other volunteers.

## DECLARATION

### **Induction Coordinator**

This document is an accurate statement of the position objectives, responsibilities and attributes for appointment. To be viewed in conjunction with the General Information and Code of Conduct.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

### **Work Experience Student – Secondary**

As the Student appointed to this position, I accept the objectives, responsibilities and attributes for appointment outlined in this document and the General Information and Code of Conduct.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

**Parent/Guardian** – I acknowledge I have read and understood the General Information and Code of Conduct.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date