

Job Description: Outreach/Herd Health Manager, Save a Forgotten Equine

The Outreach/Herd Health Manager's primary responsibility is to support the Operations Director with Herd Health and Community Outreach.

The Outreach/Herd Health Manager serves as a member of SAFE's Management Team, and meets weekly with other staff. The Outreach/Herd Health Manager is also a member of the Operations Council and attends monthly meetings.

Specific Responsibilities

Herd Health Coordination

- Tracking and scheduling routine vet and farrier care, and attending appointments.
- Evaluation and treatment plans for non-emergency lameness and illness
- Administration of medical treatments and medication, and communicating special instructions to Barn Staff and volunteers
- Acting as point person for emergency vet care situations, including consultations with volunteers on night check to review symptoms
- Oversight of health-related records, ensuring that all vet reports are archived
- Reviewing, approving, and submitting vet and farrier bills to bookkeeping for payment
- Oversight of annual veterinary and farrier budgets
- Inventory control and ordering of supplements and medical supplies
- Weekly Educational Topic for volunteer 1:1 meeting (9am/4pm Barn Staff to present)

Community Outreach Program

- Triage incoming outreach inquiries and respond to them in a prompt manner. Keep the Outreach Tracker updated
- Discuss serious inquiries with Ops Director. Communicate with outreach candidates via phone and email, and coordinate assistance as directed by the Ops Director

Barn Duties (3-5pm daily)

- Bring horses inside from daily turnout to their stalls in the afternoon
- Ensure that evening hay, grain, and water has been set up correctly in stalls, and that nightcheck hay has been properly staged. Direct volunteers to prep AM hay in turnout areas
- Lead the 4pm shift meetings with volunteers
- Provide a welcoming, inclusive, and educational atmosphere for volunteers.

Candidates for this position must have the following skills or abilities:

- Horse experience, minimum 3 years
- Experience and confidence to safely handle untrained or challenging horses
- Strong familiarity with common veterinary issues and proficiency in checking vital signs, administering medication, observing horse behavior, and wound treatment and bandaging.
- Must be detail oriented with the ability to create processes and establish efficiencies in an environment that changes often
- People skills are a must: working as part of a team, working with volunteers, and working with members of the public who are experiencing hardships or difficulties
- Ability to work with and teach volunteers with varying levels of horse experience
- Basic knowledge of Microsoft Word, Excel, Teams, and SharePoint