



WILLINGA PARK

## JOB DESCRIPTION

POSITION:	Foaling Attendant
REPORTS TO:	Head Veterinarian
UPDATED:	March 2022

Reporting to the Head Veterinarian, the Foaling Attendant plays a crucial role in the care and management of pregnant mares and their foals during the foaling season. This position requires a deep understanding of equine behaviour, reproductive physiology, and neonatal care. The Foaling Attendant will be responsible for monitoring pregnant mares, assisting with foaling, and ensuring the health and well-being of both mares and foals.

### DUTIES AND RESPONSIBILITIES:

- Monitor pregnant mares closely using surveillance cameras, observation, and other tools to anticipate when a mare is about to foal.
- Provide immediate assistance during the foaling process, including helping with positioning, ensuring a safe and clean environment, and addressing any complications that may arise.
- Observe and assess newborn foals to ensure they are breathing, standing, and nursing within the appropriate time frame.
- Administer essential neonatal care, such as dipping the foal's navel in disinfectant, ensuring adequate colostrum intake, and addressing any signs of distress.
- Regularly check and record vital signs of mares and foals, including temperature, heart rate, and respiratory rate.
- Identify and promptly address any signs of illness, discomfort, or injury in both mares and foals.
- Maintain accurate and detailed records of foaling, mare behavior, veterinary interventions, and any medical treatments.
- Update foaling and medical records in a timely and organized manner.
- Assist with the management of the breeding program, including monitoring estrus cycles, scheduling breeding sessions, and performing artificial insemination when necessary.
- Collaborate with veterinarians and breeding specialists to optimize breeding success.



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- Ensure clean and hygienic conditions in foaling stalls and surrounding areas.
- Perform routine cleaning, bedding changes, and disinfection to minimize the risk of infection.
- Maintain a calm and composed demeanour during emergency situations, such as difficult foaling or medical crises, while seeking assistance from veterinarians as needed.
- Communicate effectively with veterinarians, farm managers, and other staff members to provide updates on mare and foal health, progress, and any concerns.

### Requirements and Qualifications

- Experience working with horses, particularly in a breeding or foaling context, is preferred.
- Knowledge of equine anatomy, reproduction, and neonatal care is essential.
- Strong observational skills to detect subtle changes in behavior and health.
- Ability to work irregular hours, including overnight shifts, during the foaling season.
- Physical fitness and the ability to handle horses of various sizes and temperaments.
- Excellent communication skills and the ability to work well in a team environment.
- Attention to detail, organization, and record-keeping skills.
- Willingness to adapt to fast-paced and sometimes high-stress situations.

### POSITION ATTRIBUTES:

The Foaling Attendant will need to have the following core attributes:

#### Excellent Written and Oral Communication Skills

The Foaling Attendant will be communicating with the public, high profile clients and internal stakeholders whilst building strong relationships across the Willinga Park business. These relationships include both internal and external clients of Willinga Park.

#### Team Player

The Foaling Attendant will demonstrate teamwork skills within the Equine and Stud Infrastructure and across all the Willinga Park teams. This includes no office politics by always showing equal respect to your colleagues and team members. The Foaling Attendant will have daily interaction with the public and will need to develop and foster positive



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internal and external relationships to manage ad-hoc duties and tasks as directed by the Head Veterinarian and/or Management team.

#### Delivery of Service

The Foaling Attendant must ensure the delivery of service to the public, sub-contractors and clients are attended to in an efficient, timely and professional manner. This involves the constant feedback on progress to the stakeholders to ensure the delivery of service is of a high standard.

#### Presentation and Image

The Foaling Attendant must be professionally presented in the supplied Willinga Park uniform and have a clear understanding that they are always representing the business in a professional manner.

#### Organisational and Time Management skills

The Foaling Attendant will have the responsibility of ensuring that all administration tasks i.e. coding of invoices and filing are completed in a timely manner to ensure data and costs are recorded effectively.

#### Willinga Park Values

The Foaling Attendant will positively follow the Willinga Park values to ensure the culture is maintained as a family owned, positive and professional business.

#### Feedback

The Foaling Attendant will participate from time to time in a feedback process such as 360 degree or a formal review as part of their professional development. The Foaling Attendant will use this feedback to understand development and learning opportunities associated with their role within the business. Annual reviews will be conducted with your direct manager and Head of Human Resources as well as encouraging live feedback at any time you or your manager feel necessary during your employment. It is expected that the Foaling Attendant engage in feedback discussions in an open and constructive manner and work together with their manager on genuine opportunities to improve performance.



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### Confidentiality

The role of the Foaling Attendant requires handling of sensitive information of all clients of Willinga Park. It is expected that the Foaling Attendant will not divulge any confidential information to any third party or employees unless directed to do so by the Head of HR or Managing Director. Refer to the **Confidentiality Information Clause (Schedule 2)** of your employment contract.

### Self-Starter

The role requires a level of autonomy in that the Foaling Attendant provides support to the Head Veterinarian, colleagues and other stakeholders and will not have to require ongoing direction. That is, the Foaling Attendant will understand the position and create opportunities to better the role with fresh ideas and innovative ways of undertaking it.

### Software

The Foaling Attendant is required to be proficient in all aspects of the following software programs:

- Microsoft Office software, including Word, Excel, PowerPoint and Outlook.
- Adobe suite.
- Relevant WHS management software

### Target Safety – Aim High

All Willinga Park workers have a duty to:

- Take reasonable care for their own health and safety.
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
- Comply, so far as they are able, with any reasonable instruction that is given by Willinga Park Management to allow it to comply with its work, health, and safety obligations.
- Comply with any reasonable policy or procedure of Willinga Park relating to work health and safety.
- Follow all Safe Working Procedures and Safe Work Method Statements relevant to their role.



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**Risk management**

All Willinga Park employees have a duty to identify and assess potential risks that may hinder the reputation, safety, security and financial prosperity of Willinga Park.

- Manage the process of identifying and assessing the risks that could/would affect the business.
- Report and communicate risk issues to Risk Management Committee as soon as possible.
- Implement where appropriate, risk control actions.
- Comply and implement systems, policies, and procedures for the identification of risk.
- Collection, analysis of risk related and compliance information and share with Willinga park employees and management where required.

Employee: \_\_\_\_\_ Manager: \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_