

**UNITED CEREBRAL PALSY ASSOCIATION
OF GREATER SACRAMENTO, INC.**

JOB DESCRIPTION

NAME OF EMPLOYEE (Last Name First)

SOCIAL SECURITY #

Mr.
Mrs.
Ms.

POSITION: Equine Assistant

PAY RATE: \$

WORK IS:

Full time

DATE OF HIRE:

Hourly

DAYS & HOURS OF WORK: Varies

Contractual

LUNCH PERIOD: N/A

WORK SITE: Saddle Pals Therapeutic Center

CLASSIFICATION: Exempt

Non-exempt

BASIC FUNCTION: To assure that the horses are satisfactorily prepared for program use by following the specific duties outlined by the Equine coordinator and/or Program Manager. To clean waste from all stalls, sheds and paddocks of horses/ponies on Saddle Pals property, and to assure all horses/ponies have appropriate bedding when needed. To execute feeding instructions for Saddle Pals' animals and perform duties specific to given shift as established by Equine Coordinator.

SUPERVISOR: Equine Coordinator/Program Manager

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Qualifications:

- Must be able to lift 50 lbs.
- Must be able to walk on uneven ground.
- Must be capable of operating and handling manure forks, wheel barrels, and manure carts.
- Must be able to work in an outdoor environment and in inclement weather.
- Must be able to work in an environment that may contain hays, dust, and/or molds.

Education and/or Experience

- Must demonstrate compliance with all safety standards
- Must have knowledge of basic Equine First Aid
- Must have basic knowledge of care and training of horses
- Must have a minimum of 3 years riding and/or training experience and a minimum of 1 year of formal riding instruction

Language Skills

Ability to read and interpret documents such as safety rules. Ability to speak effectively. Able and willing to observe and demonstrate appropriate safety rules, and willing to follow Saddle Pals horse handling procedures at all times.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.

Mathematical Skills: Must be familiar with operating a basic balance scale, ability to perform basic mathematical calculations including addition, subtraction, multiplication and division. Must be able to calculate percentages.

Physical Demands The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to use hands to handle, finger, or feel. Regularly required to talk and to hear. The employee is frequently required to stand; walk and reach with hands and arms. Employee is regularly exposed to walking on uneven ground. The employee is regularly required to stoop, kneel, crouch, or crawl. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Physically capable of the strenuous physical demands related to caring for horses including operating and handling feed carts.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly exposed to horses of various temperament and levels of training. . The employee is regularly exposed to outside weather conditions; extreme cold; extreme heat. The employee is occasionally exposed to wet and/or humid conditions. The employee is regularly exposed to hay, dust and/or molds. The noise level in the work environment is usually moderate.

DUTIES AND RESPONSIBILITIES RELATED TO HORSE PREPARATION:

1. Report to duty 1 to 1½ hours prior to the start of the first scheduled class. If unable to assume job duties, reports absence in a timely manner to supervisor.
2. Bring the horses/ponies in from pasture.
3. Warm up horses starting with horses assigned to the first scheduled class.
4. Responsible for allowing enough time for the horses to be groomed and tacked in time for the start of class.
5. Check the current riding schedule for any changes or substitutions.
6. Utilize acceptable warm up methods including lunging in round pen or on a lunge line, hand walking, or a light warm up ride.
7. Advise Program Manager of any horses that appear to be lame, injured or ill.
8. Assist with grooming and tacking of horses when business needs dictate.
9. Assist in preparing ground activities when needed.
10. Other duties as assigned.

DUTIES AND RESPONSIBILITIES RELATED TO STALL CLEANING:

1. Remove waste products from stalls, sheds, and paddocks in a thorough and hygienic manner, and discard in designated area.
2. Assure that all horses/ponies are confined in an appropriate manner while cleaning.
3. Assure that all gates are closed and latched when finished even when horse/pony is not occupying the specific area at the time.

4. Notify Equine Coordinator (or substitute when Equine Coordinator is not available) immediately of any horse/pony who appears ill or injured.
5. Notify Equine Coordinator (or substitute when Equine Coordinator is not available) in a timely manner if lost horseshoes are found while cleaning, and leave shoe in the designated area.
6. Notify Equine Coordinator and/or Facility Coordinator of any repairs needed that you may have noticed in a timely manner (depending on the urgency of the repair).
7. Refill any water containers of horses that appear excessively low or empty at the time of cleaning.
8. Other duties may be assigned.

DUTIES AND RESPONSIBILITIES RELATED TO FEEDING:

1. Distribute feed and supplements to all Saddle Pals animals according to the current posted feed schedule.
2. Administer any prescribed medications following specific instructions, and initial the ***Medication and Treatment Sheet*** when completed.
3. Perform any prescribed medical treatments following specific instructions, and initial the ***Medication and Treatment Sheet*** when completed.
4. When horses/ponies are in pasture, bring them in to their respective paddocks or stalls prior to feeding.
5. Clean (when needed) and refill all individual water buckets.
6. Observe each animal for overall health and attitude. Report any problems to the Equine Coordinator (or designated substitute) ASAP.
7. In the event of an emergency, follow the established EMERGENCY GUIDELINES.
8. Notify Equine Coordinator and/or Facility Coordinator of any needed repairs to facility in a timely manner.
9. Make entry in the "Feeder Notes" book of date, time, duties completed, any additional comments, and your name. Please also note any facility repair/maintenance needs you may notice.
10. Be sure all gates/doors are secured, and that hoses and lights are shut off before leaving.
11. Conduct duties during specified times depending on shift and/or day.
12. To obtain a suitable and trained substitute in the event of absence. If a substitute cannot be found, notify the Equine Coordinator ASAP.

13. To maintain general cleanliness of feed rooms and feed supplies.
 14. Notify Equine Coordinator in a timely fashion when feed and/or medical supplies are low.
 15. Complete and submit required paperwork in a timely manner.
 16. Other duties may be assigned.
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COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Problem Solving - Identifies and resolves problems in a timely manner.

Project Management - Coordinates projects; Communicates changes and progress

Interpersonal Skills - Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly; Listens and gets clarification; Responds well to questions;

Written Communication - Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics - Treats people with respect; Keeps commitments; inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.

Judgment - Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives;

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.

Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality - Is consistently at work and on time.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Asks for and offers help when needed.

LINE OF AUTHORITY

For establishing policy:	May recommend only
For incurring expenses:	With prior approval only
For personnel changes:	None

I have read and do understand the *Personnel Policies*.

Employee Signature

Date

Supervisor Signature

Date

United Cerebral Palsy Association of Greater Sacramento, Inc., hires and promotes employees regardless of race, color, religion, ancestry, national origin, age (over 40 years), sex, marital status, medical condition or physical handicap.