

Job Description: METS Assessments Specialist

Job title	<i>METS Assessments Specialist</i>
Reports to	<i>METS Director</i>

Job Purpose

The METS Assessments Specialist is responsible for meeting with owners statewide to evaluate and assess their equines and provide resources, advice, and solutions in order to enable safe and responsible transitions of said equines. This position is a grant-funded, temporary, part-time position, with the potential to go full-time in 2020.

Duties & Responsibilities

The Assessment Specialist is the primary point of contact for the METS program and is the lead equine assessor. The Assessor will be responsible for conducting and/or supervising assessments of equine history, health, soundness, and behavior. They will also provide transition options counseling and recommendations to owners based on the results of these assessments. The Assessments Specialist will be expected to travel to the horse's location and work with a team of trained volunteer assessors.

Program Implementation

- Deliver assessment training for volunteers
- Work with the Director to implement marketing of individual horses.
- Formulate and execute outreach strategy to locate owners with horses in transition
- Collect background information, determine assessment needs, and provide basic options counseling to owners via phone
- Work with the Coordinator to schedule visits to minimize travel times of staff and volunteers
- Assess individual horses and provide options counseling / education directly to owners in their location
- Hire and train regional assessment specialists based on documented need in year three
- Evaluate volunteers and regional assessment specialists every six months
- Build and maintain relationships with veterinarians, animal control agencies, and service providers
- Ensure data entry, horse listings, and follow up procedures are completed efficiently and accurately in collaboration with the Program Coordinator
- Collaborate with the Program Coordinator on marketing and social media outreach
- Complete administrative tasks in the absence of the Program Coordinator

Program Evaluation

- Participate in program review sessions with the METS Steering Committee as needed

Program Marketing, Outreach, and Sustainability

- Represent the METS program in a professional manner during all interactions with participants, Network members, volunteers, and service providers
- Promote the METS program at events around the state as needed or in the absence of the another member of the METS leadership

Qualifications

The METS Assessments Specialist will have significant experience in equine health and behavioral assessment, volunteer management, and public education, plus the ability to communicate effectively and with empathy.

Qualifications include:

- At least 3 years experience in an equine health/wellness position at a facility with more than 5 horses
- At least 1 year experience recruiting, training, supervising and evaluating volunteers
- Significant knowledge of equine health and behavior, including knowledge of tools and procedures to assess equine health, soundness, and behavior
- Knowledge of the horse industry and related equine services in Maryland
- Knowledge of equine welfare issues and resources to assist horses and owners
- Ability to work with and around horses safely in a wide range of environments
- Excellent organization and prioritization skills, attention to detail is a must
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office applications (Outlook, Word, Excel, Power Point and Publisher)
- Ability to communicate with professionalism and empathy about topics such as euthanasia
- Ability and willingness to drive long distances
- Ability to work independently and with a team
- Ability to be flexible, think creatively, and solve unexpected problems
- Ability to work a varied schedule, including some evenings and weekends
- Must be dependable with a strong work ethic

Working Conditions

This position requires frequent travel to farms and residences around the state. To best meet the needs of owners, some appointments may need to be scheduled in the evenings or on weekends. Working conditions may be variable depending on location and weather.

Salary & Benefits

Temporary, part-time (25-30 hours/week) at \$16.50/hour. If the position goes full-time in 2020, benefits such as paid vacation and sick will be provided, as well as health insurance. Mileage will be reimbursed at \$0.55/mile round-trip per assessment.

Direct Reports

The METS Assessments Specialist will supervise the METS volunteers and regional assessment specialists.

EEO Statement

Days End Farm Horse Rescue (METS program) is an Equal Opportunity Employer. DEFHR does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Approved by:	
Date approved:	
Reviewed:	07/26/2019