

HR	Position Description	
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Job Title	Guide Dog Trainer
Department	Guide Dog Centre
Reports To	Guide Dog Services Manager
Manages / Supervises	N/A

() New Job Description (x) Revised Job Description

1. PURPOSE OF THE JOB:

- Ensure high quality dogs are trained to meet Outcome Standards determined by Guide Dogs NSW/ACT.
- Ensure a consistent supply of high quality Guide Dogs is produced annually to meet the requirements of Guide Dogs NSW/ACT.

2. ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Guide Dog Training:

- Assess dogs for temperamental and physical suitability to enter Guide Dog training. Socialise dogs during intake.
- Establish appropriate kennel behaviours.
- Train dogs to perform required obedience exercises.
- Test dogs response to environmental stimuli.
- Complete all required documentation.
- Liaise with Kennel Manager to ensure all health check requirements are met.
- Training Guide Dogs to meet the needs of Clients and to the standards determined by Guide Dogs NSW/ACT.
- Design and provide a positive and efficient training plan for each individual dog.
- Review each dog's individual characteristics to determine appropriate training methodology.

- Train and consolidate appropriate guiding skills.
- Review each dog's progress at pre-determined times to ensure it is reaching an appropriate level of skill.
- Undertake and successfully complete internal training - Module 4.
- Liaise and work with various internal teams as required for the specific requirements for individual dogs.
- Assist with the veterinary care of dogs through the management and implementation of treatment plans.
- Supervise general behaviour of kennelled dogs, including the prevention of noise.

WH&S Responsibilities

- Follow Guide Dogs NSW/ACT WH&S policy, procedures and rules, and follow safe work practices.
- Report any hazards and incidents as soon as possible, whether or not someone was injured.
- Participate in WH&S consultation meetings to discuss workplace safety in the department.
- Assist in the return to work process for yourself or any work colleagues following injury.
- Participate in WH&S activities such as training, inspections, investigations, evacuation drills, WH&S meetings and risk assessments as required.
- Do not misuse or interfere with anything which is provided in the interests of workplace health and safety.

3. OTHER DUTIES & RESPONSIBILITIES:

- If appropriate, take on a wide support role as one or more of the following: WH&S Committee Member; Quality Assurance (QA) Internal Auditor; QA Representative; First Aider; and/or Fire Warden.
- Demonstrated commitment to the Quality Assurance System, procedures and practices.
- Other related duties as required.
- Participate in personal development opportunities.
- Keep informed on company procedures and policies.
- Conduct all activities in a manner consistent with the Workplace Behaviour Policy.

4. SUPERVISORY RESPONSIBILITIES:

- N/A.

5. KNOWLEDGE & SKILLS:

Essential

- Experience in kennels and confidence in dog handling. Ideally you will be able to demonstrate good dog handling skills, effective leadership and control over dogs.
- Ability to relate to dogs of all ages and at various levels of training.
- Skills in problem analysis and the ability to recognise changes in dog behaviour.
- Ability to maintain good voice control.
- Enthusiasm, energy, drive and persistence to undertake repetitive work that is both physically and mentally challenging.
- Good communication and interpersonal skills, and the ability to communicate sensitively and respectfully with relevant stakeholders.
- Good listening skills and the ability to demonstrate a high level of initiative, while still being able to work under direction.
- Demonstrated ability to undertake a methodical approach to your work through to completion, while maintaining flexibility and adaptability to varying workloads and tasks.
- Superior planning and organising skills, coupled with stress tolerance skills.
- Ability to work well within a team, as well as independently, assuming responsibility for nominated tasks.
- Ability to maintain quality standards, integrity and ethics.
- Hold a drivers licence as recognised in the state of NSW in order to transport dogs.
- Able to manage the physical demands and inherent requirements of the job and complete the tasks and duties as stated.

Desirable

- Previous experience in dog training and handling.
- Demonstrated knowledge or prior learning of canine behaviour.
- Experience working in dog training facility.

6. PHYSICAL DEMANDS OF THE ROLE:

High level of activity (80% or more of time spent performing these activities)

Activity	Description	Existing controls
Dog and puppy handling including training behaviours, walk dogs, etc.	Extensive walking. Lifting, twisting, stretching, bending, kneeling and squatting on a repetitive basis. Unpredictable pulling on the lead from dogs requiring exerting and restraining force with the leading hand and arm.	Staff are trained in dog-handling skills. Where possible, work at bench height. Assistance and breaks as required. Provision and use of PPE. Manual handling training.

Medium level of activity (10% or more of time spent performing these activities)

Activity	Description	Existing controls
Driving in metropolitan Sydney and regional New South Wales for long-distances and for extended periods of time.	Sustain a dynamic sitting posture while driving for up to four hours with a break every two hours.	Vehicles comply with safety and ergonomic guidelines. Safe driving policy with scheduled breaks as required.
Computer work at a desk.	Sustain a sitting posture: static arm, neck, shoulder and back posture and hand, wrist and finger fine motor skills.	Ergonomic office set up. Breaks as required.
Set up at various functions such as public educational programs, events and displays. Participate in special events.	Lift, push, pull, twist, stretch, bend and squat. Static standing for extensive periods of time. May be required to work with the public.	Two or more staff attend each function. Regular breaks. Appropriate food, water and sun shelter.

7. WORKING CONDITIONS & ENVIRONMENT

- Expansive lawn and grounds onsite.
- High degree of outdoor work and extensive contact with dogs.
- Professional environment.
- Daily driving of dogs is a possibility.

Date Commenced Employment:

Employee's Signature:		Date:	
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Manager's Signature:		Date:	
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