Guide Dogs.

Position Description

Position Title: Canine Attendant
Department: Impact
Reports to Position: Canine Care Manager or Canine Development Manager (pending rostered location)
Direct Reports: Nil

NDIS/Blue Card Risk Assessed Role
Key Personnel Role ☐ Yes ☒ No
Delivery of support/services to clients ☐ Yes ☒ No
More than incidental contact with clients ☐ Yes ☒ No
Work in settings, outside of GDQ, while children are present ☐ Yes ☒ No

Portable Long Service Leave
This role is not entitled to Portable Long Service Leave.

Position Overview
The Canine Attendant's primary objectives are to:
- Assist in creating and maintaining high-quality kennel & nursery environment that ensures the dogs' health and well-being are always a priority.
- Develop skills to successfully achieve competency in all elements involved with canine care procedures and dog handling.
- Actively participate with the wider Canine Care & Development team to meet the needs of the GDQ Colony, including dog obedience training and puppy development,
- Ensure all enrichment schedules set by the Manager are met on a daily basis.

Essential Functions and Responsibilities
- Perform general canine duties and tasks including administrative tasks relating to the health and general husbandry of the dogs in our care.
- Competently handle dogs of various ages and at various levels of training.
- Check-in and assess dog's health and suitability for short-term boarding.
- Assist in maintaining a calm, relaxed kennel environment.
- Report and record the general behaviour of all dogs to ensure their health and welfare is maintained.
- Clean and maintain all facility areas and associated equipment, including the proper use of Personal Protective Equipment (PPE) and application of Safety Data Sheets (SDS).
- Competently perform all basic husbandry requirements including bathing, grooming, health checking, weighing, restraint, exercising, feeding and toileting.
- Provide general medical care to sick or injured animals including general health checks, administering topical and oral medication, general first aid and pre- and post-operative care when dogs are entering kennels, in our care or during puppy and training classes.
- Provide enrichment for dogs as instructed by dog trainers and senior staff.
- Assist the GDQ veterinarian during consultations where required, including recording vet visits and scheduling follow up appointments.

- Communicate effectively within the wider GDQ team.
- Communicate effectively with the public - including volunteers and puppy raisers.
- Support the Guide Dog Trainers, Guide Dog Mobility specialists and cadets in dog training activities.
- Co-operate with the Puppy Development Program's requirements for individual dogs.
- Attend and actively participate in staff meetings and training sessions (practical and theoretical).
- Contribute to a safe and healthy working environment by adherence to safe work practices and standard operating procedures.
- Participate in Public Relations and Fundraising events.
- Must be prepared to take dogs home to help assess dogs and assist with boarding.

Other Duties and Responsibilities

- Other related duties as required.
- Participate in professional development opportunities.
- Comply with GDQ Quality Management System and its certifications.
- Act as a Warden or First Aid Officer where required.
- Foster pleasant, respectful and productive working relationships with staff.
- All employees are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

Supervisory Responsibilities

Nil

Knowledge and Skills

Essential

- As part of our recruitment and selection process, applicants will be required to undergo pre-employment criminal history checks as required by varied legislation. This may include worker screening required by the NDIS which aims to guarantee that key personnel and other workers do not pose an unacceptable risk to the safety and wellbeing of NDIS participants.
- Open Drivers Licence.
- Certificate III in Animal Studies (or equivalent experience).
- Demonstrated ability to be accountable for achieving tasks within assigned timeframes.
- Affinity in working with animals and in particular, animal behaviour and training.
- Good written and verbal communication skills.
- Ability to work within a team to achieve goals.
- Experience working in kennels, veterinary clinics or boarding facilities.
- Appropriate current immunizations as advised by Guide Dogs Queensland

Desirable:

- First Aid Certificate.
- Certificate IV Veterinary Nursing.
- Experience working with Volunteers.

Working Conditions and Environment

Canine Attendants work a shift roster, including early morning, evening and weekend work. Facilities operate 365 days per year, including all public holidays. Extra shifts may be required to be worked due to sick leave and annual leave.

Occasional overnight shifts will be required to care for newborns.

The position duties may include lifting, twisting, stretching, bending, kneeling and squatting; as well as undertaking a wide variety of cleaning duties where water, dirt and dog hair are present. You must be able to lift up to 20kgs.

The position will require motor vehicle travel to transport dogs in metropolitan Brisbane.

The position requires the capacity to handle dogs of a variety of ages, level of training and level of experience, in indoor and outdoor environments.

Canine Attendants work across purpose-built facilities including kennels, nursery & veterinary clinic buildings.

Document Control

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