|  |  |  |
| --- | --- | --- |
| HR | Success Profile | Image of Guide Dogs logo - the words Guide Dogs and a full stop. |

|  |  |
| --- | --- |
| Role | Veterinary Nurse |
| Reports to | Veterinary and Breeding Services Manager |
| Location | Glossodia |
| Manages / Supervises | N/A |
| Date revised | November 2021 |

## PURPOSE OF THE JOB:

* To provide vet nursing assistance to the Guide Dogs Centre Veterinarian.
* To ensure appropriate care of dogs, including feeding, watering and toileting.
* To ensure the kennel environment is maintained to high level of hygiene.

**KEY ACCOUNTABILITIES**:

|  |  |
| --- | --- |
| Key Result Area |  |
| VETERINARY NURSE SERVICES | JOB HOLDER IS SUCCESSFUL WHEN: |
| Surgical Support | * The Veterinarian is provided with appropriate assistance during veterinary radiographic and surgical procedures. * Blood and urinary tests for the Veterinarian are completed as required. * General nursing tasks, including pre and post-operative care are completed. * Anaesthetised animals are monitored appropriately. |
| Vet Hospital Management | * The servicing of Anaesthetic Vaporisers, Autoclave machine and all other veterinary equipment in the Vet Hospital are completed as required. * There is enough oxygen for surgeries and liquid nitrogen for the storage of our Semen. * All equipment associated with the Vet Hospital is maintained and in good working order. * All essential medication including controlled drugs are available as required. * The hospital runs at maximum productivity with a consistent flow of surgeries, consultations and health assessments for the veterinarian. * Appointments with other Veterinary hospitals are scheduled for specialist/emergency care as required and the transportation of dogs are coordinated with the Kennel Manager and run smoothly. |
| Administration and Records | * Records and equipment for personal radiation monitoring tags are maintained as per Australian Government regulations. * Veterinary records (electronic and hard copy) are up to date and accurate. |
| Information Sharing | * Kennel Manager is kept informed about staffing requirements for breeding services. * Interactions with colleagues and other stakeholders is in accordance with the company values. |
| Key Result Area |  |
| KENNEL SERVICES | JOB HOLDER IS SUCCESSFUL WHEN: |
| Dog Care | * Dogs are fed, watered and toileted as required. * Dogs are bathed and groomed regularly. * Dogs are handled appropriately and behaviour supervised. * Dogs are transported safely as required. * Health treatment plans are followed and any other specific requirements for individual dogs. * Health records for individual dogs are up to date and accurate. |
| Kennel Maintenance | * All kennel areas and associated equipment are maintained properly and kept clean. |
| Promotion of GDC | * Volunteers and placement students are provided with appropriate instruction and guidance in their duties. * Assist in promotional, fundraising and educational forums conducted at the Guide Dogs Centre. |

**NOTES**:

* Perform 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.

|  |  |
| --- | --- |
| Additional Accountabilities | JOB HOLDER IS REQUIRED TO: |
| WH&S Responsibilities | * Follow Guide Dogs NSW/ACT WH&S policy, procedures and rules, and follow safe work practices. * Participate in team meetings to discuss workplace health safety in the department. * Report any hazards and incidents as soon as possible, whether or not someone was injured. * Participate in WH&S activities such as training, inspections, investigations, evacuation drills, WH&S meetings and risk assessments as required. * Ensure that anything which is provided in the interests of workplace health and safety is not misused or interfered with. |
| Values | * Demonstrate and promote the GDN values: * Lead with Head and Heart * Never stop exploring * Walk the talk * Lift each other |

KNOWLEDGE AND EXPERIENCE REQUIRED TO BE SUCCESSFUL IN THE ROLE:

|  |  |
| --- | --- |
| Essential | Desirable |
| * Qualifications of Veterinary Nurse Certificate IV with demonstrable experience is highly desirable. * Good dog handling skills and ability to demonstrate effective leadership and control over dogs. * Good understanding of and competency in Veterinary databases, Microsoft Word, Excel and Outlook, with strong attention to detail. * Ability to competently handle dogs of all ages and at various levels of training. * Enthusiasm, energy and the ability to demonstrate a high level of initiative, while still being able to work under direction. * Good communication and interpersonal skills, and the ability to communicate sensitively and respectfully with a broad range of stakeholders. * Ability to be flexible, adapt to varying workloads, and to effectively manage multiple tasks. * The ability to follow through with all tasks – reliable and accountable. * Ability to work well within a team, as well as independently, assuming responsibility for nominated tasks. * Mature and professional approach and presentation. * 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. |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| [Name] | [Sign] | [Date] | |  |  | | --- | --- | |  | // | |