# Position Description

# Puppy Development Trainer

**Vision Australia, supporting people who are blind or have low vision to live the life they choose.**

## Purpose of Position

The Puppy Development Trainer has responsibility for recruitment, supervision & training of volunteer Puppy Carers in the early upbringing of our dogs to ensure a consistent supply of temperamentally sound, socially acceptable, well prepared puppies increasing the likelihood of successful graduation as a Seeing Eye Dog later in life.

## Context

The Puppy Development Trainer will join the Puppy Development Department.

## Principal Responsibilities

* Train, direct and support Puppy Development Teams;
  + Complete Puppy Carer interviews and complete all relevant documentation
  + Facilitate the placement of puppies with carers
  + Instruct puppy carers in basic obedience and preparatory training of SEDA puppies
  + Conduct puppy carer visits
  + Assist puppy carers with any reasonable request during the care period
* Assess Puppy Carers and Puppies;
  + Assess volunteers suitability as Puppy Carers, including property inspections
  + Assess puppies at development, socialisation and training
  + Conduct behavioural and temperament testing
  + Make recommendation regarding ongoing status of pups within the Puppy Development program.
* Assist Puppy Development Supervisor with operation of Puppy Development programme;
  + Assist in the update of education and training material
  + Assist Puppy Development Supervisor with Puppy Carer training and socialization days/seminars (usually held monthly on a Saturday)
  + Order supplies for puppy carers as required
  + Transport and/or arrange transportation of puppies as required.
* Attend PR events as requested by Marketing & Fundraising
* Monitor and maintain accurate, up to puppy records in accordance with professional standards, Vision Australia policy and procedures and relevant legislation.
* Continuous professional development including keeping up to date with new research and maintaining skills & knowledge level.
* Fulfil the obligations of Puppy Development Officer traineeship;
  + Attend lectures and seminars
  + Complete assessments and assignments
  + Undertake research
* Other duties as required by the Manager.
* Assist with maintaining a high standard of safety at Vision Australia by following all safety procedures at all times and acting safely, not putting yourself or other people at risk by your actions or omissions. Ensure that all work performed is in accordance with Vision Australia policies & procedures.

## Key Performance Indicators

Key performance indicators will be clearly defined through the performance planning process.

## Essential Job Competencies

* Ability to work independently;
* Ability to coach others;
* Strong problem solving skills;
* Excellent self-management skills;
* Excellent interpersonal skills;
* Good written and administrative skills;
* Good Microsoft skills;
* Confidence handling dogs;
* Excellent observation skills (ability to carefully assess puppies, carers and their environment);
* This job is performed largely on the road. The Trainee must be able to travel independently and to frequently and safely transport puppies and supplies;
* Ability to meet the physical demands and requirements of this role .

## Desirable Job Competencies

* International Guide Dog Federation Trainer or Instructor qualification;
* Puppy Development Trainer role or similar;
* Working with volunteers from diverse backgrounds;
* Providing training in an adult learning environment;
* Practical application of dog training techniques and sound understanding of how a dog learns;
* Understanding of the dog maturation process;
* Assessment and problem solving in respect to dog behaviour;

## Organisational Values

The expectation that we set is that our workforce understands and models our values and behaviours in everything they do 100% of the time;

* Person-Centred - We measure our success in terms of outcomes for our clients;
* Accountable - We hold ourselves responsible for what we do and don’t do;
* Collaborative - We work well together and with others to deliver the best possible outcomes;
* Commercially Focussed - We work efficiently and responsibly to sustain and grow our services and influence;
* Agile - We will adapt, learn and innovate to have a positive impact in a changing environment.

## Vision Australia environment

Many Vision Australia employees work with Seeing Eye Dogs and all employees are likely to have contact with working dogs.

Employment is subject to the Organisation receiving a National Police Record Check and a Working with Children Check or QLD Blue Card or Vulnerable Persons (ACT) check.

## Role Scope

**Reports to:** Manager Puppy Development

Direct Report Staff: 0

In-Direct Report Staff: 0

## Review of Job Description

This job description will be reviewed in line with the performance planning and appraisal process.

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