# Position Description

# Seeing Eye Dog Instructor

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

## Purpose of Position

## The key purpose of this position is to provide dog guide services to meet client’s needs, consistent with the International Guide Dog Federation Standards and the standards, policies, procedures and values set by Vision Australia, contribute to the successful operations of Vision Australia Seeing Eye Dogs (VA SED) and significantly contribute to VA SED training program.

## Context

## Vision Australia Seeing Eye Dogs is a national provider of Seeing Eye dogs, with clients in every State and Territory of Australia.

## Principal Responsibilities

* Instruct clients in the use and care of Seeing Eye Dogs as a mobility aid
* Interview applicants to assess their suitability for training
* Assess dog’s suitability and train selected dogs to matching standards
* Provide ongoing support and education of dog guide handlers
* Train, coach and support Trainee SED Mobility Instructors (as required)
* Contribute to the development and continuous improvement of SED’s program
* Contribute to team meetings
* Undertake projects as required
* Ensure required records and databases are updated in an accurate and timely manner
* Participate in community education, public relations and events as required
* Other duties as required
* Maintain asafe workplace by ensuring staff, volunteers and clients receive adequate information, training and instruction on WHS. Provide adequate supervision to all persons on Vision Australia sites and events and ensure all safety issues are reported and addressed.

## Key Performance Indicators

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

## Essential Job Competencies

* Qualified as an Instructor with a school recognised by the International Guide Dog Federation
* Ability to meet the physical demands of the job, including walking approx.12 kilometers a day in all weather, and handling young, active dogs
* Understand and apply current animal welfare and dog training principles
* Capacity to form effective working relationship with clients and deliver person centred services
* Well-developed written, verbal and interpersonal communication skills
* Current drivers licence and ability to travel independently is required
* Able to accommodate occasional evening and weekend work, as well as occasional inter- and intra-state travel
* Qualification as an Orientation and Mobility Specialist is desirable

## 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, Working with Children Check or QLD Blue Card or Vulnerable Persons (ACT) check and NDIS Screening Check.

## Role Scope

**Reports to: Client Services/Training Manager**

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. END