# Position Description

# Dog Care Attendant

**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 a high standard of care for Seeing Eye Dogs Australia (SEDA) dogs in the Kennels including health, husbandry, cleaning and enrichment, assisting the Supervisor of Veterinary and Kennel Services by undertaking assistive tasks and supporting Trainee Kennel Attendants and Volunteers.

## Context

## Vision Australia exists to support people who are blind or have low vision to live the life they choose. Vision Australia provides services to more than 32,000 clients from 28 Vision Australia sites in NSW, ACT, Queensland and Victoria and 29 clinics as well as outreach services to the Northern Territory and Tasmania. This role will support the Seeing Eye Dogs Australia (SEDA) department.

## Principal Responsibilities

* Adhere strictly to work time routines
* Adhere to required standards
* Completion of all assigned tasks within allocated time frame
* Ensure that the kennels and all kennel areas and equipment are kept in a high standard of cleanliness
* Follow established procedures
* Safe, successful and timely transfer/transport of dogs
* Organisation of safe and appropriate exercise / enrichment for kennel dogs
* Adherence to established standards
* Contribution to ongoing expansion of Temporary Care and Released Dog Program
* Accurate and efficient assessment of applicants
* Successful matching of dogs to carers / owners
* Accurate record of stock numbers and use
* Responsible and appropriate usage of stock
* Successful matching of dogs
* Continual development and maintenance of skills & knowledge that can be measured in scheduled performance appraisals
* Compliance with all organisational policies & procedures
* Reporting of identified hazards correctly and in a timely manner
* Completion of incident report forms in timely manner
* Other duties as required by the Manager
* 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

* Kennel, boarding centre, animal shelter, adoption centre, large veterinary clinic or similar environment
* Proven ability to control and care for dogs
* Excellent self-management and time keeping skills
* Training of staff, volunteers and students
* Ability to meet the physical demands and requirements of this role
* Enjoyment of team work
* Affection and respect for dogs
* Ability to adapt readily to changes in work environment
* Diligent in carrying out both written and verbal instructions effectively
* Ability to interact and work positively with colleagues, volunteers and VA clients.
* Pleasant phone manner
* Self-motivated with strong initiative
* Good computer literacy and ability to use Microsoft applications
* Professional Body Registration where applicable i.e. Occupational Therapist needs AHPRA registration

## Desirable Competencies

* Certificate 3 Animal Studies/or equivalent
* Veterinary Nursing Qualification
* Certificate 3 in Training and Assessing
* Previous experience as an Animal Attendant
* Previous experience as a Kennel Attendant
* Previous experience as a Veterinary Nursing
* Dog training and behaviour
* Animal grooming
* Training and assessing of staff
* Shift work
* Experience in Blindness / low vision services
* Proficiency in Microsoft Excel
* Proficiency in Microsoft Powerpoint
* Flexible to changes in work hours and days on occasion

## 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, a Working with Children Check and NDIS Screening Check.

## Role Scope

**Reports to: Kennels 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