

Kennel Attendant

Position Level	Team Member	Department	Dog Services
Location	Adelaide	Direct/Indirect Reports	Nil
Reports to	Dog Services Manager		

■ Position Level Descriptor

An individual at the Team Member level is accountable for their own performance and contributes to team performance. People at the Team Member level do not have any people reporting to them on a day to day basis.

■ Position Summary

The role of the Kennel Attendant is to ensure the appropriate care of dogs, including feeding, watering and toileting, to maintain the kennel environment at a high level of hygiene and to ensure the physical and temperamental wellbeing, and security of all assigned dogs in the Training Kennels.

■ Position Responsibilities

Key Responsibilities

Care and Supervision of Dogs

- Manage the general wellbeing of the dogs by feeding, watering, toileting, bathing and grooming dogs.
- Ensuring the safe transporting of dogs to puppy raisers, trainers, clients, GDMI's and PRA's.
- Assist with the veterinary care of dogs through the management and implementation of health treatment plans.
- Implement and follow dog handling techniques and supervise the general behaviour of kennelled dogs, including the prevention of noise.
- Maintain accurate and timely health records of individual dogs while boarding in the kennels.

Kennel Maintenance

- Ensure the cleanliness and maintenance of all kennel areas and associated equipment as per policy and procedures.
- Actively co-operating with Guide Dog Trainers/Instructors requirements for individual dogs.

- Enthusiastically and professionally engaging with and overseeing Volunteer activities.

Management of Dog Temperament

- Promote a positive and calm kennel environment to ensure the dogs assigned are quiet and relaxed.
- Handle dogs in a positive, quiet and appropriate manner through the implementation of the correct handling techniques noted as per our procedures.
- Report any behavioural concerns/problems of assigned dogs to the team leader and/or appropriate Guide Dog or Therapy Trainer in a timely manner.
- Ensure assigned dogs receive regular exercise, walks, or free-runs as per procedures and/or as required by Guide Dog Trainers/Instructors.

Other Duties

- Provide assistance to other teams as requested
 - Puppy Development Program
 - Therapy Dog Program
 - Training Team
 - Vet Nursing and Wellbeing

WHS

As an employee of GDSA/NT, you shall take reasonable steps to:

- Ensure the health and safety of yourself and others at all times;
- Comply with all GDSA/NT policies, procedures and reasonable instructions as advised, and;
- Participate in, and contribute to, all health and safety:
 - training;
 - forums for consultation;
 - risk assessments;
 - inspections and/or audits;
 - investigations, and/or;
 - other related activities, as advised.
- Report hazards, incidents and near misses to your Leader as soon as practicable, and within 24 hours, and;
- Demonstrate a commitment to fostering a positive, proactive work culture, particularly in relation to health and safety management.

■ Position Selection Criteria

Technical Competencies

- Experience in kennel management, ability to demonstrate good dog handling skills.
- Ability to competently handle dogs of all ages and at various levels of training.

General Competencies

- Understanding of and competency in veterinary databases, Microsoft Word, Excel and Outlook.
- Enthusiasm, energy and the ability to demonstrate initiative, while still being able to work under direction.
- Good communication and interpersonal skills.
- Ability to be flexible multitask.
- Reliable and able to follow through with all tasks.
- Ability to work well within a team, as well as independently.
- Mature and professional approach and presentation.
- Able to manage the physical demands and inherent requirements of the job and complete the tasks and duties as stated.

Qualifications/Licences

- Certificate 3 in companion animal studies, vet nursing or animal behaviour tertiary qualifications (or currently completing) strongly preferred.
- SA Drivers Licence or equivalent in order to transport dogs.

■ General Conditions

All Guide Dogs staff and volunteers are required to:

- Act at all times in accordance with the Code of Conduct
- Comply with the Work Health and Safety management system
- Undertake a police check prior to commencement and every 3 years thereafter
- Support a child safe organisation by undertaking screening for suitability to work with children, youth and vulnerable people and to comply with relevant state/territory legislative requirements, where required
- Adhere to the Values of Guide Dogs Association of SA/NT Inc. which are converted into the below behaviours and assessed on an ongoing informal basis, and formally through the Individual performance Plan process.
- Guide Dogs SA/NT is a smoke free workplace. This includes buildings, vehicles and events.

Accepted by Employee:

Signature

Print Name

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Approved by Manager

Signature

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■ Guide Dogs Association of SA/NT Inc. - Values

Achievement | Delivering outcomes

- Delivering our services to the highest possible standard
- Delivering results that have value for customers
- Delivering on time as promised
- Recognising and celebrating achievements
- Holding ourselves accountable.

Collaboration | Actively engaging with others

- Working together to achieve our goals
- Working in partnership with other teams
- Seeking the input of others in matters that impact them
- Sharing our expertise and knowledge freely
- Actively listening to others.

Integrity | Ethical, honest and respectful

- Respecting the uniqueness of individuals
- Transparent in our communication
- Acting in the best interests of customers
- Doing what we say we will do
- Non-judgemental in our dealings with others.

Fun | Playing our part in making this an energetic, enjoyable place for ourselves and others

- Showing enthusiasm for what we do
- Balancing life and work
- Contributing to a vibrant working environment
- Supporting and encouraging one another
- Creating opportunities for celebration and camaraderie.

Innovation | Forward thinking

- Open to new ideas
- Solutions-focused
- Taking responsibility for developing ourselves
- Proactively seeking new ways to create value for customers and the organisation
- Continually looking for ways to improve our services.