

Blind Foundation



Position Description

1. Title and Reporting Relationships

Position Title: Guide Dog Trainer

Reports To: Guide Dog Training and Client Services Manager

Leadership Team: Independent Living

Department: Guide Dog Services

Position Location: Guide Dog Centre, Manurewa

Hours of Work: Full time

Date: 1 October 2018

2. Purpose of Position

- To assess, train and prepare assigned dogs to meet their full potential as guide dogs for clients who are blind and have low vision, to the standards determined by the Blind Foundation and the International Guide Dog Federation (IGDF).

3. Responsibilities of the Position

More specific objectives and key performance indicators will be included in an individual's performance development plan.

Key Objectives

- To assess and train program dogs to qualification standards, in accordance with the standards determined by the Blind Foundation and the International Guide Dog Federation (IGDF)
- To assess and maintain the health and wellbeing of assigned training dogs
- To provide tuition and training to Cadet Guide Dog Trainers and ensure programmes meet the standards determined by the Blind Foundation and the IGDF
- To participate in approved relevant training opportunities, both internal and external, in order to enhance and develop professional skills
- To communicate effectively, both verbally and in written form, on the individual attributes, work performance and temperamental characteristics of assigned training dogs
- To provide accurate weekly and monthly reports, on time and to the standards determined by the Blind Foundation
- To maintain and respect confidentiality
- To undertake other relevant tasks as requested by the Guide Dog Training and Client Services Manager

Health and Safety

Key Objective

- Ensure that the Health and Safety Policy is upheld and requirements are met

Responsibilities

- All accidents, hazards, near misses, incidents are reported and recorded appropriately
- All practicable steps are taken to minimise or eliminate hazards in the workplace

4. Dimensions of the Position

Number of Positions Responsible For

Direct: N/A

Indirect: N/A

Shared Responsibility: N/A

Delegation of Authority: N/A

Key Relationships

Internal

- All Guide Dog Services Teams
- All Blind Foundation Teams
- Blind Foundation volunteers

External

- Other Service dog providers
- Veterinary clinics
- Canine transport providers

5. Person Specification - Qualifications, Experience, Skills, Knowledge, and Attributes

Essential

- Candidate must hold a Guide Dog Trainer Qualification from an IGDF accredited organisation
- Current Driver Licence
- Sound health and physically fit - capable of walking long distances at a range of speeds, on inclines and declines, and over various surfaces, in all types of weather
- Ability to manage a wide range of dogs both on and off lead
- Ability to travel in order to undertake the full duties of the role
- Ability to communicate effectively and relate to a diverse group of colleagues, dogs, volunteers, consumers and the public in general, being sensitive to biculturalism
- Ability to report fluently via written and oral communication
- Ability to work independently and as part of a team
- Strong organisational skills

- A person who is blind/significant low vision, must have exceptional orientation and mobility skills

Preferred

- Skill in the use of positive reinforcement training techniques
- Additional qualifications in canine behaviour or animal husbandry

6. Blind Foundation Values

- Optimistic

We promote optimism and hope, and positively address challenges through being solutions focused. We encourage enthusiasm and energy for our cause. We support one another and practice positive approaches that builds resilience and strength for times of adversity.

- Connecting

We are inclusive, transparent, and communicate openly. We practice great team work, working together for the greater good. We build collaborative relationships, develop partnerships and connect across boundaries, enabling us to better achieve our vision and goals.

- Aspirational

We constantly strive for improvement, and actively look to learn from what we do. We challenge ourselves, we are agile, flexible, and open to change. We are responsive to innovations that improve the organisation and makes things better for clients.

- Empowering

We empower people, and enable self-reliance and fulfilment. We listen, and treat others with care and respect. We value diversity and are responsive to each person's unique needs. We demonstrate accountability and integrity in our work.

I hereby acknowledge and accept the above position description as a part of my employment conditions with the Blind Foundation.

Name:

Signature:

Date:

Note – each individual page of this position description must also be initialled