

**Position Description**

|  |  |
| --- | --- |
| **Position Title:** | Canine Facilities Assistant (Volunteer) |
| **Department:** | People and Culture |
| **Reporting To:** | Canine Facility Team leader/Volunteer Coordinator |
|  |  |
| **About Guide Dogs Victoria** | |
| Guide Dogs Victoria provides high quality training to maximise the independence of people living with a vision impairment or blindness. Our professional services extend beyond the provision of guide dogs, and include innovative children’s mobility programs, orientation and mobility training for adults and people living with an acquired brain injury (ABI), and social networking programs to support active community participation.  Guide Dogs Victoria is also Australia’s most trusted charity and an employer of choice in the disability sector. Our staff enjoy an inclusive and collaborative working environment where talent is recognised and innovation is encouraged. | |
| **Purpose of Position** | |
| Canine Facility Assistant Volunteers assist Canine Facilities Welfare Assistants with general duties to maintain the smooth running of Guide Dogs Nursery and Training Kennels departments. | |
| **Reporting Relationships** | |
| Canine Facility Assistant (Volunteers) will report directly to Canine Facilities Team Leader  The Volunteer Co-ordinator is responsible for the overall volunteer program for Guide Dogs Victoria. | |
| **Position Responsibilities** | |
| **Assist Training Kennels/Nursery staff with:**   * Cleaning kennels and yards using disinfectant: scrubbing, hosing and squeegeeing, laundry duties, washing dog bowls and food preparation, relieving dogs, bathing dogs, grooming dogs, walking dogs, free running dogs, preparing bedding for dog kennels. * Liaise with Training Kennel/Nursery staff regarding priority duties. * Comply with OHS standards and procedures as out lined in the Volunteer handbook and as guided by the Canine Facilities Team Leader/2IC and Volunteer Co-ordinator. * Tasks can be physically demanding and vary depending on dog/pup numbers in the Nursery and Training Kennels. This requires safe manual handling techniques to be followed. * Other duties as directed by Nursery/Training Kennels staff   **Compliance**   * Follow all Guide Dogs Victoria policies, procedures and systems. * Ensure safety of self and others in the work environment. * Contribute to the identification and reporting of risks and hazards, and contribute to their effective control. * Ensure work meets Guide Dogs Victoria quality requirements, and contribute to the enhancement and continuous improvement of our quality systems. * A satisfactory background check including a National Police Check, Working with Children Check, International Police Check (where relevant) and NDIS Worker Screening Check (where relevant). * All volunteers must be fully vaccinated against Covid-19 | |
| **Position Selection Criteria** | |
| **Personal Attributes, Knowledge, Skills & Previous Experience** | |
| * Mature and professional approach and presentation. * Ability to work well within a team - independently, assume responsibilities for nominated tasks, is organised and time efficient. * Ability to work under direction whilst maintaining initiative. * Ability to be flexible. * A commitment to live the Values and Behaviours of Guide Dogs. * Demonstrates care for your own health, safety & welfare and that of our dogs/pups and other personnel who may be affected by your conduct. | |
| * Presents people with a disability positively and educate others in the community. * Demonstrates confidentiality and diversity awareness. * Is outcome focussed and follows through with commitments. * Is flexible: adapts to changing circumstances, and prioritises work and addresses what is important. * Works effectively with Staff and Volunteers. * Demonstrates appropriate interpersonal skills, active listening, empathy, social awareness and emotional intelligence in communications, problem solving and conflict resolution. * Maintains organisation’s image and reputation in context of own role * Demonstrates a strong client and customer focus and a commitment to person centred service practices. * Able to manage the physical demands and requirements of the job. | |