

POSITION DESCRIPTION

Therapy Dog Team Trainer & Assessor



Position Title	Therapy Dog Team Trainer & Assessor
Position Type	Contract
Location	Venues across allocated region
Department	Programs Team

POSITION PURPOSE	
<p>A Therapy Dog Team Trainer & Assessor primarily holds responsibility for the assessment of current and potential Therapy Dog Teams who volunteer as part of one of Delta Therapy Dogs' programs. However delivering training to Therapy Dog Teams is also increasingly becoming a core part of the role. This training will either be as part of the Teams induction program or as part of their on-going professional development.</p>	

KEY WORKING RELATIONSHIPS	
Reports To	General Manager - Programs
Direct Reports	Nil
Works With	Program Coordinators & Volunteer Helpers


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    CEO[Chief Executive Officer] --> GM_Programs[General Manager - Programs]
    CEO --> GM_Institute[General Manager - Institute]
    GM_Programs --> TDTA[Therapy Dog Team Trainers & Assessors]
    GM_Programs --> AST[Administrative Support Team]
    GM_Programs --> PCT[Programs Coordination Team]
    GM_Programs --> OA[Office Administrator]
    GM_Institute --> IC[Institute Coordinators]
    GM_Institute --> ITA[Institute Trainers & Assessors]
    PCT --> VH[Volunteer Helpers]
    PCT --> TD[Therapy Dog Teams]
    PCT --> PTL[PTP Team Leaders]
    
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SELECTION CRITERIA	
Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> • Successful completion of Certificate IV in Animal Behaviour and Training / Companion Animal Services (or earlier comparable version of the course) through the Delta Institute; • An on-going commitment to positive reinforcement training methods; • Minimum of two years' experience within the dog training industry - a combination of group classes and private consultations is preferred; 	<ul style="list-style-type: none"> • Current or past Therapy Dog Team with Delta Therapy Dogs; and/or • Current Greenhound, Story Dog, or Mind Dog Assessor.

<ul style="list-style-type: none"> • Highly developed communication and interpersonal skills; • Highly developed observational skills with particular reference to assessing the guardian and dog as a team, their relationship, the guardian’s dog handling skills and dog’s body language; • The ability to make an informed judgement on the temperament/suitability of the dog after following the assessment protocol; and • A current Member, or willingness to become, of the Delta Institute. 	
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Role Specific Responsibilities
<ul style="list-style-type: none"> • Assess current or potential new Therapy Dog Teams against assessment protocols; • Complete assessment paperwork with adequate detail and comments to assist the Program Coordinators; • Notify current and potential Therapy Dog Teams of assessment results. Where a team is rated as “not ready” provide advice on areas to be worked on and encourage return for assessment at a later date. Where a team is rated as “non-suitable”, explain why they have received the rating; • Work with the Program Coordinators to ensure smooth running of the assessment day process; • Where required, complete pre-training preparation – such as assessment video review and development of individual Team training plans; • In small groups, or one-on-one, Deliver training to Therapy Dog Teams using the provided session structure and materials; and • Assist the Delta Therapy Dogs team with advice, recommendations and support as requested.

Core Responsibilities	
Accountabilities	Key Performance Indicators
<ul style="list-style-type: none"> • Work Health and Safety 	<ul style="list-style-type: none"> • Demonstrates action taken in identifying hazards, assessing risk, and immediately reports any injury, near miss and damaged equipment or any other hazard observed in the workplace; • Demonstrates duty of care, considers own safety and the safety of others while at work; • Reasonably complies with WHS guidelines and procedures; • Is fully aware of Delta’s safety procedures and expectations, and actively participates and contributes; • Participates in the ongoing improvement of the Delta’s WHS policy and visibly and constantly supports its implementation; • Practices and promotes Delta’s policies by treating staff, volunteers and others fairly and equitably and without discrimination, harassment or bullying; and • Takes pro-active steps in maintaining positive mental health for self and others in the workplace.
<ul style="list-style-type: none"> • Safeguarding Children, Young People and Vulnerable Adults 	<ul style="list-style-type: none"> • Provides a welcoming and safe environment for vulnerable people; • Promotes the safety and wellbeing of vulnerable people to whom we provide services; • Ensures that interactions with vulnerable people are positive and safe; • Acts as a positive role model for children and young people; • Reports any suspicions, concerns, allegations or disclosures of alleged abuse to Delta management; • Undertakes a National Police Check (NPC) and in a child-related role a Working With Children Check (or State-based equivalent) prior to commencing in the role; • Undertakes new NPC’s and WWCC’s prior to the expiry of current checks, noting that Delta considers expiry of the NPC to be three (3) years from the date of issue; and • Reports to management any criminal charges or convictions you receive during the course of your engagement with Delta that may indicate a possible risk to vulnerable people.

<ul style="list-style-type: none"> • Animal Welfare 	<ul style="list-style-type: none"> • Complies with the Animal Welfare Act and Regulations of the State or Territory of residence; • Complies with the Animal Management Act of the State or Territory of residence; • Utilises and promotes only positive reinforcement methods of animal training; • Advocates for the needs and welfare of animals at all times; and • Reports any observed incidents in breach of the above.
<ul style="list-style-type: none"> • Organisational Culture 	<ul style="list-style-type: none"> • Behaves according to the values of Delta; • Promotes and encourages personal growth and effective communication; • Understands, supports, and operates within Delta's policies and procedures; • Maintains a positive and constructive attitude that promotes an achievement focus and continual organisational improvement; and • Continually contributes to supporting the organisation's staff, contractors and volunteers.
<ul style="list-style-type: none"> • Leadership/Teamwork 	<ul style="list-style-type: none"> • Supports the decisions of Delta Board of Directors and Management; • Displays willingness to assist others, shares knowledge openly, cooperates and supports the others; • Contributes to staff and team meetings and promotes the exchange of information throughout the organisation; and • Regularly meets with the General Manager – Programs to discuss performance, plans and current issues.
<ul style="list-style-type: none"> • Continuous Improvement 	<ul style="list-style-type: none"> • Always searches for better ways and strives for best practice; • Is receptive and open to feedback; and • Embraces and adapts to change.

Approval

This position description has been reviewed and is considered to accurately reflect the requirements of the role and the organisation.

General Manager – Programs:

Date:

I have read and understood this document and agree to perform the duties and responsibilities as listed within the list.

Contractor Name:

Contractor Signature:

Date: