

Dogs for Good Job Description



Job Title: Health & Welfare Assistant
Responsible to: Health & Welfare Team Leader

Key Tasks

1. To clean the kennels, runs and other identified areas according to procedures in order to maintain hygiene standards and avoid the spread of disease including:
 - Daily clean/scrub of kennels and runs
 - Periodic cleaning of other areas as necessary
2. To ensure all the basic daily requirements of the dogs under your care are catered for. This includes any preparation of food and supply of water according to dietary needs.
3. To carry out regular physical examinations of dogs, administering minor treatment where necessary and report to the Dog Health and Welfare Team Leader any health problems.
4. To administer preventative medications as and when required to ensure our stock are fully up to date.
5. To carry out routine care procedures for the Charity's dogs and provide routine care/treatment for specific categories of dogs including:
 - Dogs in training
 - Dogs under the Charity's care i.e. Community Dogs, Demonstration Dogs etc.
 - Pre- and post-operative cases and other hospitalised stock
 - Puppies and elderly stock
 - Intake dogs
 - Isolation cases
6. To keep control of the dogs at all times by using and enforcing dog handling techniques and policies to maintain/ensure consistency of training especially with regard to:
 - Noise control and behaviour in kennels
 - Feeding/grooming routines
 - Transfers between kennels and runs
 - Free-running and exercise of dogs
 - Kennel obedience
 - Maintaining an environment that meets the needs of the dogs and ensures minimum levels of stress.
7. To maintain individual dog records so that regular and accurate reports are available.
8. To work with the Trainers to aid the transition of the dog through the training schedule and complete 14 week kennel assessments walks with your allocated dog in training. To ensure the handling of the dog and any known health problems are reported and acceptable to complete its early training.

9. To attend case conferences as required and ensure all paper work is up to date for these meetings.
10. To provide support and advice to clients, volunteers and relevant stakeholders on matters of dog health and welfare and basic dog care skills.
11. To be responsible for the care of dogs being temporary boarded, where appropriate ensuring that the temporary boarders receive all the information they require and that the dogs go out with all relevant equipment i.e. bedding, bowls, medication, ID tags and food.
12. To care for dogs in offices, ensuring that they are regularly spent and that all offices are equipped with the correct equipment including but not limited to:
 - Water bowls
 - Beds
 - Bedding
 - Chew
 - Toys
13. To carry out regular stock takes of kennel supplies including but not limited to:
 - Food supply
 - First aid equipment
 - Hot weather equipment
 - Toys and chews
 - Fire evacuation equipment
14. To ensure all paper work is accurate and up to date when signing Prescription Only Medicines (POM) and vaccinations out.
15. To support and represent the Charity publicly on dog health and welfare related work by carrying out talks, demonstrations and dog based promotional work as required.
16. To undertake continual professional development by engaging with all teams within the Training Department to understand the services available and how clients can benefit from working with Dogs For Good.
17. To carry out other tasks agreed with your line manager.

Key Competencies

1. Judgement
 - What minor treatments to administer
 - When referral required
 - Appropriate dog handling techniques
2. Planning and Organisation of work
 - Building other tasks around routine work

3. Communication
 - Constant contact with colleagues
 - Contact with professionals such as vet
 - Contact with clients
 - Contact with members of the public, breeders etc
4. Creativity
 - Ability to think of new ideas
 - Ability to put ideas across to managers for consideration
5. Dog skills
 - Good all round knowledge of dog health and behaviour required
 - Some theoretical knowledge of dog care/veterinary procedures
 - Practical dog handling ability

Other Requirements

1. You are expected to have a good understanding of safeguarding issues and how they should be applied to the work of the Charity.
2. You will be required to work 30 hours a week between the hours of 7.30am to 7.30pm Monday to Friday. Your shifts will be agreed in advance.
3. Accompanying dogs in the charity's vehicles is part of the job, so a full driving licence is preferred but where applicable, we will work with the chosen candidate to find alternative solutions where reasonable adjustments are required.