

Dogs for Good

Job Description



Job Title: Family Dog Service Instructor
Responsible to: Client Services Manager

Key Tasks

1. To run workshop sessions in different parts of the UK for parents to help them acquire, introduce and train a dog into their family to support them in caring for and managing the behaviour and development of their child.
2. To regularly review the workshop content and supplementary resources to ensure that the service remains relevant, helpful, interesting and stimulating.
3. To act as a source of support via telephone, e-mail and online social media based contact to enable parents to access information from yourself and colleagues, which will support them in introducing a dog into their family and with aftercare support.
4. To monitor families accepting aftercare support from the service, to ensure appropriate advice is given.
5. To maintain regular contact with dog training and behaviour organisations and dog rescue and welfare charities, as a potential suitable source of dogs for parents and their family and appropriate support outside of the service.
6. To contribute to the wider internal understanding of working with pet dogs, families and children with autism within the charity.
7. To support and manage an agreed team of volunteers responsible for the care and welfare for Family Dogs.
8. To maintain records and regular checks for health / welfare and behavioural requirements for an identified team of Family Dogs.
9. 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.
10. To build and maintain a relationship with a Family Dog or Dogs which will accompany you on workshops.
11. To work with some families with a child with autism, as agreed with your line manager, to trial ideas, analyse their effectiveness and, where relevant, disseminate to other families in the network.
12. To support the charity in any relevant research projects and ensure that basic and relevant data on the families worked with, subject to data protection laws, is collected and maintained.

13. To produce regular progress reports for your line manager, as agreed.
14. To support the work of the charity's marketing team to gain PR and fundraising opportunities in support of the service.
15. Any other tasks as agreed with your line manager.

Key Competencies

1. Knowledge and Demonstrable Experience of:-
 - Dog and human psychology.
 - Dog training matters including the analysis of temperaments, behaviour, appropriate training methods and requirements, public image, solution of training and behavioural problems.
 - Practical dog handling ability.
 - Presenting material relevant to client group.
 - Structure and activities of Dogs for Good.
 - Health and safety implications of dogs, clients and staff.
 - Understanding of Animal-Assisted Intervention and its successful application.
 - Law in relation to dogs
 - Data management and entry
 - Client interview and selection procedures
2. Judgement
 - Ability to work effectively as part of a team.
 - Client training including adult learning styles, training approaches, specific and relevant programmes to be followed, welfare and safety and appropriate time for referral to others.
 - Client selection including suitability, dog matching requirements, assessment recommendations.
3. Planning and Organisation of Work
 - Ensure resources are available at the required times.
 - Prioritising own workload to meet pre-agreed deadlines.
4. Communication and Contacts
 - Write and present educational material as required by your line manager.
 - Ability to communicate effectively and appropriately with a wide range of people internally and externally.
 - Communicate effectively at all levels (oral and written skills).
 - To build on the feedback that you receive from workshops and the research programme for continual development of the Family Dog service.
5. Introducing Change (Creativity)
 - Respond to recommended changes in policies and procedures and ensure these are incorporated.
 - Ability to positively embrace change by not only being flexible towards the ideas of others but also putting forward ideas to colleagues that will enable Dogs for Good's work to develop. This will involve creativity in problem solving and making appropriate responses to new ideas and unexpected situations.

- Ensure that practices and procedures for the provision of training conform to standards of good practice as required by Dogs for Good and other relevant bodies.

Other Requirements

1. Whilst employed by Dogs for Good you will be required to hold a full UK driving licence.
2. You will be required to work evening and weekend duties.
3. You are expected to have a good understanding of safeguarding issues and how they should be applied to the work of the Charity.
4. You may be required to work outside of your area of speciality in order to complete continuing professional development requirements.