



## JOB DESCRIPTION

**JOB TITLE:** Learner Guide Dog Mobility Instructor

**RESPONSIBLE TO:** Head of Training

**KEY FUNCTION:** Responsible for providing guide dog mobility services to approved GDA clients by training suitable dogs to be used as guides, instructing owners in their safe and effective use and supporting dogs and owners throughout the dog's working life.

### Tasks and responsibilities

- Undertake tasks of a Guide Dog Mobility Instructor (listed below) under supervision. The level of supervision will depend on the training stage and the task at hand.
- Timeously complete all written assignments requested by the Head Training or the Guide Dog Mobility Instructor who is responsible for their education.
- Write exams at set 6-month intervals and achieves a 70% pass rate. No increase will be given unless theory exams are passed and practical work is at the required standard.
- Performance will be reviewed after each exam is written. Employment will be reviewed after each exam is written.
- Undertake all practical assignments that are intended as part of their education.
- Accurately record all practical experience on their "Record of Activities" list.

### Services and assistance to clients

- Interview and assess individual needs, capabilities, and suitability for guide dog ownership and where appropriate recommend acceptance for training to Head Training. Where the individual is not recommended for training refers the client for alternative assistance.
- Where appropriate re-interview and assess existing guide dog owners taking into account emotional issues, etc.
- Conduct further assessment courses when requested. This involves short residential courses and written assessments.
- Analyse the potential of prospective clients with a view to matching dogs with clients before and during class. Submit recommendations on matches to the Head Training for approval.
- Provide professional support to clients throughout all stages of guide dog ownership.
- Provide emotional support to guide dog owners.
- Organise and conduct post-class aftercare for clients. This includes but is not limited to:-
  - The selection of safe home routes and the negotiation thereof.
  - Liaising with family, friends, employers, work colleagues, and local authorities.
  - Providing additional service, information, and assistance to improve their understanding of clients' and dogs' needs and GDA's aim.

### **South African Guide-Dogs Association for the Blind**

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- Arrange and conduct routine and priority aftercare as required. Recommendations resulting would include but would not be limited to:-
  - Safety and level of GDA support required.
  - Dog care and basic veterinary advice.
  - Possible suspension/termination of the unit.
  - Accident, complaint investigation.
  - Remedial action (i.e. refresher training).

### **Training of Guide-Dogs and Clients**

- Carry out training of potential guide dogs within a fixed period of time (minimum 6 dogs), assess the dog's long term suitability as a guide, and recommend further action; progress, or possible withdrawal.
- Maintain written records on progress, temperament, suitability, etc.
- In conjunction with the Head Training match dogs with clients and train them together. This includes residential and/or domiciliary training and working in the client's home environment.
  - This training occurs over a continuous period of 22 days but is not necessarily limited to this.
- Train clients in the skills necessary to fully understand the implications of guide dog ownership, equipping them with dog care and handling skills and as full an understanding of dog psychology as possible.
- Train clients in independent safe travel with or without the dog.
- Pick up dogs for advanced training.

### **Personnel**

- Provide on-the-job training to certain assigned persons also providing them with technical input.
- Monitor the training and work performance of apprentices and any other technical staff assigned for training.

### **Record-keeping**

- Keep accurate records on:-
  - Interviews, assessments, further assessments, etc.
  - Dog training.
  - Class training.
  - Aftercare.
  - Telephone reports.
  - Accurately and timeously records expense and petty cash claims.

### **General**

- Act as part of a team skilled in all aspects of dog and client welfare.
  - Liaise effectively with other technical staff involving dog care and client welfare.
  - Liaise with other organisations involved in blind welfare and with the public in general to give talks and/or to represent the association in a public relations capacity.
  - When necessary, provide assistance and technical advice to puppy raisers on the rearing and upbringing of puppies and assist Puppy Raising Supervisors as required.



- Assess adult donations and breeding stock as and when required.
- Attend meetings as requested by Head Training.
- Assist other departments as requested by Head Training.
- Assist at the various fund-raising, public relations events and ad hoc activities as requested by the Executive Director

Applications close on 24 February 2023. Applications to be sent to [MandlaN@guidedog.org.za](mailto:MandlaN@guidedog.org.za)