



Mission: To follow the job responsibilities to the highest degree of ethics and integrity to achieve the KSDS Assistance Dogs, Inc. mission of providing professionally trained guide, service and facility dogs for people in need of a canine partner to enhance their independence, to fully function in society and/or to enrich their professional career responsibilities with the ongoing support of our trainers to ensure proficient working partnerships.

Supervision: Reports to the CEO who Reports to the Board of Directors

General Job Responsibilities:

- Maintain clean and safe environment in Canine Housing Unit (CHU) for both dogs and people.
- Monitor all health care, exercise, grooming, basic obedience, kennel obedience, crate training, special circumstances and diet alterations for the dogs.
- Work closely and implement care instructions as advised by veterinarian and training instructors when appropriate.
- Learn dog care, understand dog handling skills and various canine behaviors
- Supervise and train kennel assistance staff
- Prepare inventory for and coordinate CHU maintenance and repairs as needed.
- Responsible for major purchases and projects for CHU which will be discussed with the CEO before purchases or projects are planned.
- Participate in continuing education (CE) programs approved by the KSDS Assistance Dogs, Inc. Board of Directors and/or the CEO
- Sign a "Do not Compete" statement with KSDS Assistance Dogs, Inc.
- Understand the concept of providing quality services to KSDS Assistance Dogs, Inc's clientele and their families including the importance of teamwork
- Agree to maintain a continuing commitment to confidentiality, courtesy and professionalism

Specific Job Responsibilities:

- Assist with puppies including veterinary records, well-puppy checks, exams, clean up and feeding
 - Report to Breeding Technician during mother's gestation, whelping, and first two weeks of life.
 - Report to Puppy Raiser Coordinator from three weeks until the puppies are placed in training.
- Inform Breeding Technician immediately if concerns arise regarding the mother dogs and/or puppies.
- Inform appropriate trainer if concerns arise regarding a dog in training
- Establish morning CHU schedule
- Develop a monthly deep cleaning schedule
- Schedule all local veterinary appointments for our dogs and puppies (and cats if we have any)
- Maintain veterinary records of all KSDS adult dogs and puppies
- Ensure each graduating dog has the proper vet care and documentation before being placed.
- Responsible for inventory control of veterinarian supplies and Science Diet food
- Order and inventory dog food for the CHU from Hill's Pet Nutrition.
- Collect & inventory supplies as needed to maintain the CHU building including but not limited to preventative products, filters, cleaning supplies, etc.
- Order microchips, ensure each puppy receives them and update contact information as the dogs move through the program.

- Inventory first aid kits for canines and humans. Inform the Office Manager regarding items needing to be ordered.
- Report to the Board of Directors monthly regarding the CHU.
- Participate in weekend chore rotation
- Other duties as assigned.

Qualifications and Experience:

- Must possess a High School Diploma or equivalent degree. Bachelor's Degree preferred
- Must be current on CPR or Basic Life Support certification
- Knowledgeable of animal husbandry
- Must have a valid driver's license

Essential Physical Demands:

- Able to lift at least 50 pounds
- Able to drive during the day and night.
- Able to handle large dogs (60 to 90 pounds)
- Able to walk long distances
- Requires bending, stooping, climbing, reaching, walking, crawling and working in extreme weather conditions
- Maintain general good health to be able to handle physical requirements of this job
- KSDS Assistance Dogs, Inc. recommends getting Tetanus and Hepatitis B vaccinations and will pay for the cost of these shots (or you will need to sign a waiver thereof)

Knowledge, Skills and Abilities:

- Knowledge of assistance dog laws, rights, access rights and related information
- Applicable knowledge of canine behavior, training techniques, and disabilities
- Ability to address the public with tours, demonstrations, and other KSDS Assistance Dogs, Inc. events
- Excellent communication, organizational, and record-keeping skills
- Excellent human resources and supervisory skills
- Proficient computer and social media skills

The above statements are intended to describe the general nature of work being performed in this position. The description is not intended to be an all-inclusive list of responsibilities, duties and requirements for personnel in this position. KSDS Assistance Dogs, Inc. reserves the right to change or modify the duties and essential functions of this position at any time.

