



Job Description - July, 2020

Breeding and Animal Health Coordinator

National Service Dogs (NSD) is a registered charity based in Cambridge, ON Canada, specializing in training Service Dogs for individuals with autism or PTSD and Canine Assisted Intervention Dogs for a diverse group of clients.

REPORTS TO: Assistant Director, Canine Development (ADCD)

HOURS: 30-35 hrs/week. Flexible schedule - some evenings and weekends require

RESPONSIBILITIES:

Organizational

- Performs other duties as assigned in order to meet the overall goals and objectives of National Service Dogs
- Operates within the culture and core values of the organization

Breeding:

- Work alongside ADCD to maintain healthy breeding lines and pairs with all breeding stock by ensuring all certifications, vet care and health checks are performed
- Conduct ongoing health and temperament testing of dogs in the breeding program
- Maintain statistics and accurate data on the production of all breeding dogs; including strengths and weakness in health and temperament
- Supervise and assist with artificial insemination and natural matings
- Maintain accurate records of estrus cycles and mating decisions
- Maintain whelping materials and kits for breeder caretakers
- Train support volunteers and provide quarterly training opportunities for caretakers
- Review and update breeder caretaker manual annually
- Provide support for Breeder Caretakers and whelp puppies
- Develop and maintain relationships with national and international working dog organizations

Animal Health:

- Liaise with NSD Veterinarians and ensure NSD Animal Health protocols are reviewed annually with NSD's vet of record and that any updates are communicated in a timely manner to the Program Staff
- Perform blood pulls and sample collections as needed
- Respond to Volunteer health questions VIA NSD's Health Phone ongoing.
- Participate in weekend Health Phone on-call - rotating weekends

- Ensure quarterly reports are provided to ADCD on the status of NSD dogs in our care during that quarter; including any assessment of potential risk to NSD's dog population and plans to mitigate risk
- Ensure quarterly presentations about animal health are provided to staff
- Ensure animal health workshops for NSD puppy raisers and breeder caretakers occur quarterly
- Create and maintain a system for communicating health issues to training staff in a timely manner
- Liaise with Fundraising Coordinator to ensure NSD's relationships with Horizon, Purina, Elanco, Zoetis and other corporate partners is maintained and their needs are being met
- Liaise with Operations Assistant to ensure food orders are processed and received in a timely manner
- With the Training Team, consult with volunteers regarding any vet care needed and ensure all records are properly maintained and organized onsite; including ADI compliance pieces

Administrative:

- Maintain accurate files and records
- Assist in keeping the facility and office clean and organized, with all confidential paperwork filed away.
- Microchip all puppies
- Ensure all contracts and forms are signed by Breeder Caretakers and are accurately filed and information is kept up to date in IWDR (International Working Dog Registry) database and excel files as used.
- Provide program related reports to the ED as requested.
- Liaise with Volunteer Coordinator to establish volunteer needs for Whelping HOmes and Breeder/Caretakers along with Puppy Educators
- Conduct presentations, demonstrations, and/or public relations activities as needed

PREFERRED QUALIFICATIONS, SKILLS AND PERSONAL QUALITIES

- Demonstrated leadership skills and organization skills
- Minimum 2 years Vet Tech experience and qualifications
- flexible schedule
- Excellent crisis management skills and problem solving
- Reliable
- Strong Assessment and problem solving skills
- Good computer skills with knowledge of Google Suite and MS Office programs
- Pleasant telephone manner and strong communication skills
- Very strong interpersonal skills
- A valid drivers license, insurable and qualify to rent a car
- Willing to travel
- Previous dog handling experience
- Comfortable with public speaking
- Comfortable in a dynamic environment with many demands on time, and ability to prioritize

***Please apply with cover letter and resume to caitlin@nsd.on.ca
Only successful candidates will be contacted for an interview**