



Animal Services Officer

We are looking for a qualified candidate who is interested in a rewarding and challenging position with The Humane Society of Kitchener-Waterloo & Stratford Perth. The Animal Services Officer is responsible for departmental functions ensuring rapid and thorough by-law enforcement and the health and well-being of the animals that come under the care of The Humane Society. The Officer will achieve this through a focus on excellence and efficiency.

Responsibilities:

- Promotes responsible pet ownership through the delivery of animal services programs to the public, including field and shelter services.
- Carries out field inspections and investigations to ensure compliance with animal services programs and as they relate to municipal, provincial and federal legislation and advises the public on animal control legislation and by-laws.
- Responds to public inquiries, investigates complaints and requests for service with issues relating to animal services programs.
- Enforces legislation through commencement of proceedings under the Provincial Offences Act.
- Prepares reports and maintains records.
- Attends court and gives evidence on behalf of the City with respect to animal services matters.
- Provides humane and skilled capture, handling and restraint of wild and domestic animals, including sick and injured, both in the shelter and in the field/community.
- Transports animals to shelter or as directed to other locations.
- Report health and behaviour conditions and perform euthanasia as required.
- Provide services including animal intake, claims, searches, registrations, etc., including handling of receipt transactions.
- Utilizes computer systems and other information and communication technologies related to animal services.
- Maintains animal service equipment and vehicle in a clean, sanitary and organized fashion.
- Participates in the delivery of public education programs and animal services events, etc.
- Performs work in a safe, efficient and courteous manner.
- Perform other duties as required.

Position Requirements:

- Post-secondary education in a related field such as Police Foundations, Law & Security, Veterinary Technology, or Animal Health Technology, is preferred.
- Knowledge of Animal Welfare and husbandry practices would be an asset.

- Knowledge of Federal, Provincial and Municipal laws and regulations.
- Interpersonal skills to deal with multiple and differing behaviors of the public or other contacts.
- Must treat animals humanely, with compassion and concern both on and off the job.
- Excellent organizational skills.
- Proven investigative and report writing skills, verbal communication and presentation skills.
- Expected to work weekends, statutory holidays and be part of the on-call rotation as required.
- Able to wear required personal protective equipment.
- Ability to provide and maintain a clean Motor Vehicle Drivers Abstract.
- Ability to provide and maintain a clean Police Clearance Certificate.
- Computer literacy – Microsoft Windows and Word, customized Humane Society programs and basic knowledge of typical office equipment.
- Valid Class “G” driver’s license.

Application Submission:

Please submit your **resume and cover letter** to the attention of **Kim McDonald, Senior Human Resource Manager**, no later than 5:00 Pm on **May 5, 2021**.

We thank all candidates for their applications; however only those selected for an interview will be contacted.

The Humane Society welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.