



Animal Services Officer - Summer Contract (40 hours per week)

We are looking for qualified candidates who are interested in a rewarding and challenging contract 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.

This contract runs from May 1 to October 31, 2023.

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:

- High School Diploma or equivalent.
- 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 Office and basic knowledge of typical office equipment.
- Valid Class “G” driver’s license.

THE IMPORTANT DETAILS & PERKS:

- Full-time contract role (40 hours weekly)
- Based out of our Kitchener animal centre
- Rate of pay is \$20.70
- On-call and call-in pay
- 4% vacation pay
- Access to staff pet food program (discounted retail prices)
- Access to staff veterinary services program
- An environment always filled with adorable animals
- Able to work variable shifts, including on-call shifts (meeting the accepted response time as stated in the city contract), weekends and statutory holidays
- Able to attend to work-related matters that occur after regularly scheduled work hours

APPLICATION PROCEDURE:

If this role is calling your name, we look forward to hearing from you! Please submit your resume and cover letter to hr@kwsphumane.ca.

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices.

We are happy to accommodate any individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. If you require an accommodation in order to participate in the hiring process, please contact us to make your needs known in advance.