



Do you pride yourself on making a difference in the lives of others? Are you passionate about animals? The Oakville & Milton Humane Society is a registered charity that is committed to protecting and caring for animals.

We are hiring for an Animal Care Supervisor who wants to work in a fast-paced, exciting, and growing organization. We need someone who is bright and motivated, with a proven history of high performance, to support the Manager, Animal Health & Care and manage a team of 6-10 employees.

#### RESPONSIBILITIES:

- Ensure safe and humane treatment of all shelter animals
- Manages all aspects of the day to day animal care operations; assists with the daily activities as necessary (feeding, cleaning, bathing, etc.)
- Carry out supervisory responsibilities in accordance with the organization's policies and procedures
- Accountable for meeting and exceeding operational goals as defined by the Shelter
- Establishes and implements protocols as they relate to the Standard Operating Procedures of the department
- Appraise performance; reward and coach employees; resolve problems; prepare and manage department schedule; and address staffing needs
- Mentor, train and develop employees for career progression and learning
- Ability to develop and share best practices across all shifts
- Work closely with the Volunteer Coordinator to develop a strong training platform with our volunteers and Co-op student placements

This position requires a candidate with the proven ability to drive process while working successfully in a team environment, building effective working relationships inside and outside the group. A high level of integrity and professionalism is imperative.

#### BASIC QUALIFICATIONS:

- A completed Diploma or Bachelor's Degree from an accredited College or University
- Registered Veterinary Technician certificate an asset
- Direct experience managing a team and their performance is a must
- Knowledge & experience with animal health and welfare an asset
- Must be reliable and flexible with the ability to work all shifts including nights, weekends and holidays; overtime as required

#### PREFERRED QUALIFICATIONS:

- Demonstrated ability and comfort handling animals with varying temperaments
- Demonstrated ability to work with diverse groups of people
- Demonstrated diplomacy, tact and discretion
- Excellent interpersonal and problem solving skills
- Flexible and adaptable approach to changing situations
- Demonstrated ability to work independently
- Ability to handle changing priorities and use good judgment in stressful situations
- Positive, proactive, and able to have fun at work and help others do the same

**Interested applicants please submit a cover letter with resume to;**

**Andrea Barker, Manager, Animal Care & Health no later than February 27, 2019.  
animalcarecareers@omhs.ca**

**Commitment to Diversity and Accessibility:**

OMHS is an equal opportunity employer. We welcome diversity in the workplace and encourage applications from all qualified candidates including men, women, members of visible minorities, persons with disabilities, and Aboriginal peoples.

OMHS is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity, please advise the Executive Director in a timely fashion of any accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

We thank all applicants for their interest in joining OMHS. Given the volume of applications received, we request that you do not follow up your application with a phone call. We will contact only those candidates selected for an interview and thank you for your understanding.