



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

We are hiring for a **Full-Time, Six (6) month contract *Inspector*** who wants to grow their career and work in a fast-paced, exciting, and growing organization. We need someone who is a positive, with proven experience in animal health/welfare and enforcement. Reporting to the Manager, Animal Protective Services you will investigate prepare and document all reports of animal neglect, abuse and cruelty within the designated area/region.

This role requires outstanding attention to detail, time management, and organizational skills. A high level of integrity and discretion in handling confidential information, and professionalism is imperative. A great attitude is a must, as is the ability to be flexible and change direction at a moment's notice. The ability to work successfully in a team environment and build effective working relationships inside and outside the group is essential.

The ideal candidate will have excellent communication, interpersonal, and negotiation skills. Proven investigative and report writing skills is imperative.

- Evaluate each case taking necessary action to resolve the complaint and/or distress to the animal(s)
- Prepares and serves written orders to persons in possession of distressed animals, follows up on orders written to ensure compliance and if necessary, revokes or modifies written orders
- Removes distressed animals when owners have failed to comply with written orders or when an animal(s) owners or custodian cannot be located, and transports to the shelter or veterinary clinic for required attention
- Facilitates surrender of animal(s) when owners(s) can no longer provide proper humane care to the animal
- Tends to the immediate needs of the distressed animal – provides food, water, necessary first aid, etc.
- Prepares and send the Notice of Removal and Notice of Costs to the owner/custodian
- Assists colleagues in gathering written statements from witnesses and issuing orders
- Lays charges under the Criminal Code of Canada, prepares Crown Briefs and where adequate evidence is present, prepares information to obtain a warrant and have signed by the Justice of the Peace
- Take photographs in the event criminal charges may be filed
- Prepares and send warnings letters and executes warrants
- Keeps accurate and detailed notes on each case and prepares written reports for filing
- Educates the public on various animal welfare issues
- Conducts routine inspections of Pet Shops,, Stockyards, Flea Markets, Circuses and Rodeos
- Works in a safe manner and in compliance with the Occupational Health & Safety Act and its regulations
- Other duties as required

This position has the possibility to be extended beyond six (6) months

BASIC QUALIFICATIONS:

- **Preference will be given to a graduated Ontario SPCA Officer with experience in livestock**
- High school diploma or equivalent and post secondary education Law Enforcement and/or Security, or equivalent experience
- Knowledge of Federal, Provincial, and Municipal laws and regulations

- Significant knowledge and experience with animal health/welfare, husbandry and handling
- Excellent command of the English language, written and oral
- Ability to remain calm in situations of an emotional nature
- Demonstrated knowledge of Microsoft Office
- Must be reliable and flexible; ability to work all shifts, including weekends and holidays, overtime as required
- Valid G license with a clear Drivers Abstract
- Clear Criminal Background Check

PREFERRED QUALIFICATIONS/SKILLS:

- Excellent organizational and time management skills are required
- Demonstrated written & oral communication/interpersonal skills
- Demonstrated ability to work within a team environment
- Demonstrated ability to work independently
- Demonstrated diplomacy, tact and discretion
- Flexible and adaptable approach to changing situations
- A demonstrated compassion towards people as well as animals
- Demonstrated ability to work with diverse groups of people

Interested applicants please submit a cover letter with resume to;

apscareers@omhs.ca no later than Friday, July 19, 2019.

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.