



## EMPLOYMENT OPPORTUNITY

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

### **Animal Protection Officer (1-year FULL TIME & PART TIME, CONTRACT)**

The Animal Protection Officer Position is an integral part of the APS department. Reporting to the APS Manager, you will work closely with other Team Members responsible for achieving the tasks as set by the OMHS. Key Responsibilities include but are not limited to:

- Responding to animal related emergencies for standard calls and investigations of potential animal related By-Law violations
- Responsible for enforcing legislation under the Town of Oakville By-Laws and Dog Owner's Liability Act
- Issue Provincial Offense Notices and prepare Crown Briefs as required
- Pick up of deceased animals on roadways and parks
- General errands, deliveries, and transports for the shelter
- Handling of both domestic animals and wildlife
- Responsible for keeping an accurate evidence notebook
- Ensure time response requirements are met as per the Town of Oakville contract
- Responding to all public inquiries in person, over phone or through email

#### Qualifications and Experience:

- Education: High School Diploma and/or College as applicable
- Significant knowledge and experience with animal health/welfare & enforcement
- Valid G license with a clear Drivers Abstract
- Clear Criminal Background Check
- Standard First Aid Level C +AED is an asset
- Ability to lift and move animals or objects weighing up to 100lbs
- Must be reliable; ability to work all shifts, including nights, weekends, holidays (24/7 operation)

#### Skills:

- Strong communication, organizational and teamwork skills
- Excellent interpersonal and problem solving skills with the ability to deescalate tense situations
- Demonstrated ability and comfortable handling animals with varying temperaments
- Demonstrated ability to work with varying disabilities or personalities
- Demonstrated diplomacy, tact and discretion
- Flexible and adaptable approach to changing situations
- Demonstrated ability to work independently but consults with Manager as necessary
- Proficient in Microsoft Office suite of products (Word, Excel, PowerPoint)

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

**Caitlin Jones Manager, APS no later than January 5, 2020  
apscareers@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.