



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

We are looking for a highly motivated individual to join our team! Are you a dedicated, team player who enjoys a challenging and diverse position where no two days are the same? Does the idea of providing the highest level of care to the animals we serve and exemplary customer service to the members of the general public appeal to you? We have an opportunity for a Full-time, 1-year contract Animal Protection Officer to work in our fast-paced, exciting, and growing organization.

This role is responsible for:

- Responding to animal related emergencies for standard calls and investigations of potential animal related By-Law violations
- Enforcing legislation under the Town of Oakville By-Laws and Dog Owner's Liability Act
- Issuing Provincial Offense Notices and preparation of 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
- Keeping an accurate evidence notebook
- Ensuring time response requirements are met as per the Town of Oakville contract
- Responding to all public inquiries in person, over phone or through email

This position reports directly to the Manger, Animal Protective Services and must be able to work all shifts, including overnights.

The ability to work successfully in a team environment and build effective working relationships inside and outside the group is essential. Excellent interpersonal and problem-solving skills with the ability to deescalate tense situations is critical.

BASIC QUALIFICATIONS:

- Education: High School diploma plus one or more completed years in Veterinary Technology, Animal Health Technology, Police Foundations, Law & Security or equivalent
- Strong written & oral communication/interpersonal skills
- Valid non-probationary Ontario Class G driver's license and a clear Drivers Abstract
- Ability to lift and move animals or object weighing up to 100lbs
- Must be reliable and flexible with the ability to work all shifts; including nights, weekends, holidays, overtime as required
- Clear Criminal Background Check

PREFERRED QUALIFICATIONS/SKILLS:

- Excellent interpersonal skills with the ability to build relationships with key internal and external stakeholders

- Demonstrated ability to work within a team environment
- Demonstrated ability to work independently but consults with Manager as necessary
- 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 October 16, 2020.

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.