



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 (36 hours/week), permanent position as 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 Supervisor, 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 Supervisor 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 November 12, 2021.

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.

The OMHS recognizes its duty to protect employees from health and safety risks and therefore any offer of employment is conditional upon you submitting proof that you are fully vaccinated with a Health Canada or World Health Organization COVID-19 vaccination series. Failure to satisfy this condition upon employment will result in the offer of employment being rescinded.

Commitment to Diversity and Inclusion:

The Oakville & Milton Humane Society believes that diversity and inclusion is about creating a culture that embraces the uniqueness of individuals and the communities in which we serve. We are committed to providing inclusive services where all staff, volunteers, donors, members, and customers feel respected and valued, regardless of origin, age, race, colour, sexual orientation, religion, gender, gender identity or expression, disability, social economic status or any other bias.

We strive to create a safe and judgement free environment, in which we draw on the differences in who we are, what we have experienced, and how we think. We foster a workplace, and engage communities, where differences and abilities are valued, and everyone has access to the same opportunities.

If contacted in relation to a job opportunity, please advise the HR Manager of 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.