



The Oakville & Milton Humane Society (OMHS) is searching for an Animal Protection Officer to join our team and work in a fast-paced, exciting, and growing organization. We're looking for someone who enjoys engaging with the public, believes in providing the highest quality of care to animals and enjoys a workday where no two days are the same!

This challenging and diverse role is responsible for responding to animal related emergencies and investigation of potential animal related by-law violations. We need someone who has passion for animal welfare and wants to feel that they've had a significant impact at the end of their workday.

We have an opportunity for a full-time (36 hours/week), permanent position as Animal Protection Officer.

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 Administrative Monetary Penalties, Summonses, and preparation of Crown Briefs as required
- Pick up of deceased animals on roadways and parks
- Handling of both domestic animals and wildlife
- Keeping an accurate evidence notebook
- Transporting animals to neighbouring veterinary clinics and supporting related deliveries for the shelter
- Always ensuring high quality customer service to clients
- Responding to all public inquiries in person, over phone or through email

This position 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 animal protection team is essential. Excellent interpersonal and problem-solving skills with the ability to deescalate tense situations is critical.

#### BASIC QUALIFICATIONS:

- Education and Experience: 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:

- By-Law experience or MLEOA training preferred
- 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](mailto:apscareers@omhs.ca) no later than September 14, 2022**

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.