

Field Officer & ACO – Part Time

The Windsor-Essex County Humane Society is seeking a part-time field operations officer. The individual selected will be cross trained for kennel work and reception and/or adoption counselling, but will primarily focus on field operations and ACO work and on call duties. Hours and days of work vary but will include weekends and holidays.

Requirements:

- Knowledge of and support for the goals and aims of the Windsor/Essex County Humane Society
- Compassion for animals, and a genuine dedication to their welfare; ability to treat all animals humanely at all times
- Excellent customer service skills; ability to effectively diffuse hostile situations
- Ability to work independently and as part of a team
- Ability to think critically and to respond to novel situations
- Computer skills; ability to use computer-based shelter software program
- Ability to effectively communicate with the public, coworkers, and other agencies
- Self-motivated, with a high energy level and willingness to work hard
- Ability to sustain a respectful, professional working relationship with volunteers, co-workers, management and other agencies such as police, fire, municipal enforcement officers while carrying out job duties
- Possess a valid Class G license, and eligible to be insured by the Humane Society insurance company; provide and maintain a clean driver's record and police abstract; adhere to the Company Vehicle Policy at all times
- Minimum Grade 12 education (additional education or training in law enforcement is very desirable)
- Able to lift up to 50 lbs without assistance and maintain an extremely active workload over an 8-10 hour shift
- Must be comfortable handling all species of animals and their waste; no animal allergies
- Ability to work with bleach and other cleansers
- Ability to follow directions and follow SOPs at all times
- Knowledge of municipal, provincial, and federal laws governing animals beneficial
- Previous work or volunteer experience involving animals will be considered an asset

Job duties include:

- Investigate complaints of cruelty, neglect, abandonment under municipal bylaws, refer to the humane society's OSPCA officers when necessary
- Respond to at-large domestic animal calls
- Rescue, remove or pick up stray, injured or endangered dogs, cats, and other animals.
- Respond to calls of dead domestic animals on public property.
- Enforce various municipal ordinances and regulations governing animal control.
- Maintain detailed and accurate records and reports of daily activity and investigations in Humane Society systems and personal notebooks as appropriate.
- Explain ordinances regarding animal control and cruelty to the public.
- Enforce municipal by-laws, issue tickets when required

- Prepare court-related documents when appropriate reviewing with others prior to filing; attend court appearances, testify, and serve notices as required
- Inspect kennels, boarding stables, traveling animal shows and exhibits and pet shops for conformance to laws and regulations
- Operate and maintain an animal control vehicle and equipment; seek routine maintenance as required
- Transport animals to veterinary hospitals, offsite adoption locations, and wildlife facilities
- Pick up donations or deliver items as required.
- Assist with operations in the building when call volume is light.
- On call shifts as required overnight and on holidays
- Any other tasks deemed appropriate by management

To apply, submit resume and cover letter by email to hr@windsorhumane.org with “Human Resources” in the subject line. Applications will be accepted until the positions are filled. We will begin reviewing applications immediately. We regret that due to the volume of resumes received, only those being considered will be contacted.