

Animal Protection Officer – Temporary, Relief

The Animal Protection Officer reports to the Shelter Manager.

ESSENTIAL DUTIES AND PRIMARY JOB PURPOSE

The Animal Protection Officer represents the mission and values of the **PEI Humane Society** in the community. The Officer enforces municipal and provincial laws and bylaws concerning the care, treatment, licensing and impounding of companion animals in areas where the PEI Humane Society has jurisdiction. The Officer conducts investigations and inspections, issues summary offence tickets (SOTs) and warnings, and documents daily activities. The Officer provides after hours on-call emergency services for lost and injured animals on a rotational basis.

Primary Responsibilities

Working collaboratively with the Animal Protection and Shelter teams, the Officer:

- Routinely patrols designated areas enforcing provincial animal protection legislation including the *P.E.I. Companion Animal Protection Act* soon to be replaced by the new *Animal Welfare Act*, the *P.E.I. Dog Act*, as well as selected municipal bylaws.
- Responds to dispatched calls in priority order and determines appropriate action.
- Transports confined stray dogs, and injured companion animals in the safest and most humane manner possible. Administers emergency first aid when necessary. Transports animals to sheltering or medical treatment facility. Disposes of dead companion animals, where injured animals are determined to be dead-on-arrival at scene of complaint.
- Receives and responds to emergency calls after regular business hours.
- Attempts to establish ownership and contact owners of stray, injured and impounded animals.
- Takes complaints and assists callers with information regarding companion animal issues related to law, by-law enforcement. Answers questions about animal control policies and laws.
- Educates the public while in the field regarding responsible pet ownership and animal legislation and bylaws.
- Arbitrates disputes if possible. Issues warnings or citations when necessary and works with police or public health agencies when required. Appears for scheduled court dates and testifies as required. Coordinates efforts with other community professionals such as municipal administrators, police officers, court officials and veterinarians.
- Conducts general investigations of companion animal-related problems such as barking dog complaints, dogs at-large and possible inhumane situations. Enters all complaints and related information into electronic database from commencement to

completion of event. Prepares investigative reports and documentation that may be required and introduced as legal court evidence.

- Maintain records for vehicle mileage, patrol frequency, closed complaints and summary of open complaints in a timely fashion.
- Responsible for the initial care of impounded animals at the Shelter. Inspects, cleans and maintains Society vehicle(s) and equipment daily and reports issues of maintenance or operation promptly to Shelter Manager.
- Represents the Society at public or private events to help promote responsible pet ownership and increase community education on animal welfare, as requested by Shelter Manager or Executive Director from time-to-time.
- Other duties as directed by the Shelter Manager or Executive Director.

Qualifications

Educational and Experience Requirements

- Minimum High School Diploma.
- Preferred Post-Secondary education in law enforcement, animal protection or environmental protection or hands-on training in animal, environmental or police protection with at least 1 year of experience handling animals.

Abilities/Competencies/Knowledge

- Knowledge of law enforcement techniques, principals and practices including executing search warrants.
- Knowledge of municipal, provincial and federal animal laws and of court procedures on PEI.
- Skill in animal capture and restraint methods and the ability to interpret animal body language.
- Able to work in a fast-paced, physical and often stressful environment while maintaining composure, accuracy, efficiency and a high level of customer service.
- Able to evaluate situations and make determinations independently and in consultation with Shelter Manager or Shelter Veterinarian, when required.
- Superior conflict resolution skills.
- Computer literacy and high skill working with electronic databases.
- Effective communication and writing skills. Able to take detailed notes and collect evidence and to capture that information quickly and accurately for use by others.
- Demonstrated animal health and well-being knowledge, skills and abilities to include: care of companion animals, basic knowledge of animal diseases, ability to determine breeds and species, sex and age. Ability to recognize signs of animal neglect, abuse and

cruelty.

Relationships/Contacts

- Liaises with staff, volunteers, members of the public, members of police and government agencies, members of the judicial system and veterinary community

Working Conditions

- The PEI Humane Society operates seven days a week, as animals need daily care. Availability and a willingness to work a flexible schedule are an important aspect of this position. Daily reporting hours and days of the week may vary according to the needs of the organization, including weekend and holiday work. Must be willing to attend mandatory training and meetings as the employer determines are necessary or desirable to meet its business needs. Schedule is based on a 40 hour work week.
- Ability to work evenings, weekends and statutory holidays and to be on-call on a regular basis
- Ability to work collaboratively with team members on shared files and a rotating schedule
- Must possess a valid PEI driver's license and clean driving abstract must be provided at time of hire.
- Must be willing to provide proof of rabies vaccination or to obtain rabies vaccination or to sign a waiver acknowledging lack of vaccination.

Environment: Unpredictable, often loud and stressful environment.

Physical Demands: Must be able to safely and humanely handle animals with potentially unknown medical or behavioural histories weighing upwards of 50 Kgs.

Psychological Demands: Stressful and emotional demands on a daily basis. The incumbent may be exposed to distraught, hostile or abusive members of the public. Must be able to deal with an oftentimes emotion-charged public and carry a fast paced and changing work load which at times can be stressful.

The Animal Protection Officer needs to be aware that the PEIHS is an Open Admission Shelter which means that animals are euthanized when deemed necessary for health or behavioural reasons and must be able to comfortably discuss this with members of the public.

Security Clearance

As a condition of employment, will undergo complete reference and criminal check

Job Posting

Animal Protection Officer

Internal Posting

Part Time, Term position up to 6 months – see attached job description

- As per the Collective Agreement, Article 2 section 2.03, this is a 'short term temporary' position, designed to help deal with the backlog and extensive caseload currently faced by Animal Protection Officers, primarily in relation to dog bite cases.
- The employee will be responsible to carry out all the duties of an Animal Protection Officer, and will coordinate with the Shelter Manager and current APOs regarding scheduling, priorities and work assignment
- The position is 16 regular hours per week and will not include on call. Any on call shifts will be as per the currently agreed Relief APO position.
- The position will be terminated or reviewed for extension at 6 months, with the understanding that if the workload no longer warrants extra hours, it may be terminated prior to 6 months with 2 weeks notice.

Start Date: as soon as possible

Apply in writing to

Marla Somersall, Executive Director

or by email to

msomersall@peihumanesociety.com

Closing date: 30 September 2016, 5:30 pm