Cochrane & Area Humane Society Job Description
Animal Care Specialist

Position Description:
The Cochrane & Area Humane Society is accepting applications for mature and reliable part-time Animal Care Specialists. We offer a competitive salary range and where applicable a group benefits and group RRSP plan.

The position is a four-day on and four-day off rotating shift schedule from 7am - 2pm or 2pm - 8pm.

Position Responsibilities:

- complete the daily cleaning procedures to maintain a clean environment that is as healthy and safe as possible
- with the assistance of volunteers, feed and administer necessary medications in a timely manner.
- move dogs in and out of building as appropriate for bathroom breaks and exercise.
- record accurate, timely and detailed notes in Animal Care communication book re. health and behavioral issues
- communicate animal related health and behavioural concerns and any occupational hazards to the Animal Care Supervisor/ Operations Manager in a timely manner
- complete accident/incident reports as necessary
- transport animals to and from the veterinary clinics and complete regular Society errands as required
- daily check of surgical incisions on the animals
- ensure all animals are receiving adequate nutrition and exercise
- ensure adequate amounts of animal food and litter are available in their containers and in storage at all times and notifying the Animal Care Supervisor when stock is low
- respond to public enquiries in a professional, courteous, and timely manner
- provide/offer support, guidance and clear instructions to volunteers in a polite and professional manner
- conduct themselves in a professional and courteous manner at all times while working as an employee of the Cochrane & Area Humane Society
- help the reception and adoption staff to assist the public when requested to do so
- have and maintain a valid driver’s license and operate the Society’s vehicle in a responsible and legal manner at all times
- handle all animals in a humane way using positive reinforcement methods
- ensure appropriate and timely communication is shared with-in and between departments on a daily basis
- remain familiar with and supportive of, the goals and mission of the Cochrane & Area Humane Society
- adhere to Shelter policy and procedures
- complete all mandatory training
- complete other related duties as requested by the Executive Director, Operations Manager and Animal Care Supervisor

Qualifications and Skills:
- Previous experience working with animals a definite asset
- Previous experience working with volunteers a definite asset
- Ability to successfully handle all breeds and sizes of dogs, cats and other domestic pets
Reliable, trustworthy, able to work well in a team atmosphere as well as capable of working independently
- Strong organizational, productivity and time management skills
- Ability to communicate effectively, both orally and in writing
- Basic office and computer skills
- Physically capable of working in a fast paced and labour intensive environment that includes lifting, bending and other repetitive movements
- Genuine concern for the welfare of animals

Evaluation:
Shelter Management will evaluate the performance of the Animal Care Specialist within the first year of employment at three months, six months, and yearly thereafter as per the Performance Management System.

Application Process:
If you would like the opportunity to be a part of a caring and compassionate team working for an important cause, please forward your resume with salary expectations to:
Cochrane & Area Humane Society

Attention: Animal Care Supervisor
62 Griffin Industrial Point
Cochrane, AB T4C 0A3
Or email resume to: acsupervisor@cochranehumane.ca
Please note: Only those candidates considered for the position will be contacted.

Hiring Immediately

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