

Winnipeg Humane Society – Job Posting

Date: March 5, 2010

Position Title: Emergency Weekend Driver

Reports To: Animal Receiving Manager

Rate: \$11.10-\$13.95

Hours: Casual

Start Date: ASAP

Position Summary:

The Emergency Driver will be responsible for responding to pick up requests, animal welfare complaints, and emergency investigation calls that come into the shelter.

Qualifications:

- Diploma in an accredited Animal Health Technology course is desirable.
- Responsible individual, committed to the goals and mission of the Society and capable of carrying out duties in a thorough and efficient manner.
- Must possess and provide for employer a clear driver's abstract.
- Must be capable of managing multiple tasks, and have the ability to remain calm in crisis situations.
- Experience in dealing with the general public as a representative of the Humane Society.
- Must possess exceptional communication skills both orally and in writing.
- Must possess basic knowledge of emergency care and first aid treatment for companion animals.
- Ability to work in both a team environment as well as independently.
- Computer literacy and good record keeping ability is required.
- Excellent problem solving skills.
- Willingness to provide assistance where necessary within the shelter as needed.
- Minimum grade 12 education is required.

Authority:

Authority to perform all assigned duties and responsibilities within established policies and procedures.

Accountability:

Reports directly to the Shelter Manager.

Standards of Performance:

1. Keeping the mission of the Winnipeg Humane Society in the forefront when performing job duties as well as when representing the Winnipeg Humane Society both inside and outside of the shelter environment.
2. Successful and thorough completion of assigned job duties within reasonable time limits.
3. Effective communication with fellow staff on an ongoing basis. Respect for all is maintained at all times.
4. Exemplary level of care provided to all animals in accordance with The Winnipeg Humane Society's mission, policies, and practices.
5. Reliability and diligence in position.

Duties and Responsibilities:

- Administer medications to shelter animals that have been prescribed by the shelter veterinarian.
- Respond in a safe driving manner to all complaint reports and emergency calls, which involve injured, distressed, or abandoned companion animals, including some wildlife species.
- Provide a basic assessment as to the severity of the animal's condition, and document such information.
- Pick up confined, stray animals, supplies, donations, etc. within jurisdiction and as assigned.
- Transport animals to veterinary clinic or to shelter as necessary.
- Provide assistance to other agencies such as the Winnipeg Police Service, Animal Services, and other service agencies, which may be involved in cases of animal welfare.
- Aid in the proper care and feeding of the animal population within the shelter and satellite locations.
- Ensure the safety and security of all animals within the care of the Humane Society.
- Assist with maintenance of building and grounds as assigned.
- Process animals and enter all information regarding each animal into the computer database.
- Vaccinate, microchip, and deworm animals prior to assigning to cage in shelter.
- Check lost and found registry to help match stray animals with their owners.
- Assist in animal investigation calls where animal welfare is in question. Use the current legislation to assist in decision-making.
- Complete and serve common offence notices as per the Animal Care Act and only once appointed with Animal Protection Officer status.
- To deliver shelter animals to satellite locations as set up by the satellite coordinator.
- Attend staff training sessions as required with pay.
- Assist in training of new staff members.
- Prepare accurate and timely reports both written and oral in order to account for time while on duty.
- Pick up and deliver supplies and correspondence as necessary.
- Ensure timely maintenance and safe use of vehicles and other equipment.
- To assist with shelter duties when not on driver related calls.
- Other duties as assigned.

Please email resume to Lisa Rosin: LisaR@winnipeghumanesociety.ca or mail resume to The Winnipeg Humane Society, 45 Hurst Way, Winnipeg, MB R3T 0R3
Attn: Lisa Rosin

Must present clean driver abstract with application.