



### **Winnipeg Humane Society – Job Posting #2023-5-18**

**Date:** December 7, 2023  
**Position Title:** Animal Care Attendant - Casual  
**Department:** Animal Care  
**Reports to:** Manager, Intake and Animal Care  
**Classification:** Union  
**Rate:** \$16.40 - \$21.15/hour  
**Hours:** Hours Varies Depending on Availability/Need (May get called on Short notice)

#### **DAYS/TIMES OF SHIFTS COULD VARY/CHANGE**

**Start Date:** ASAP

**Closing Date for Applicants:** Open until filled

#### **Position Summary:**

The Animal Care Attendant is a key member of the WHS team. This individual participates in the day-to-day animal care and operational practices of an Animal Shelter making certain they are compliant with the Society's animal care standard. The position-holder will be responsible for the feeding and cleaning of animals, giving medications, and other animal care related duties, as well as inputting data into the computer and producing reports using the Shelter database.

#### **Who we are:**

- One of the oldest registered Non-Profit charities in Manitoba funded primarily by donations and events.
- An innovative community service organization committed to protecting animals from suffering, and to promoting their welfare and dignity.
- A team of generous partners, donors, hardworking volunteers and committed staff united in the belief that every animal deserves dignity and love.
- One of the largest and more recognized animal shelter and welfare organizations in Canada.
- Always growing, changing, and adapting to meet the expectations of the community and the needs of Winnipeg's animal population.

### **Duties and Responsibilities**

1. Clean, feed and provide all necessary care for all animals within the shelter.
2. Perform continual maintenance duties. Cleans all equipment and work areas to maintain the highest standard of cleanliness and sanitation. Follows health and safety regulations and protocols.
3. Ensure the safety and security of animals within the shelter always.
4. Groom and socialize animals as assigned.
5. Maintain accurate records for animal inventory, health, medications, treatments, procedures, and behaviour history. Enter all pertinent information for each animal into the shelter database (medical, behavioral, location, etc.)
6. Assist with training of new staff and volunteers.
7. Work effectively with staff from other departments to properly identify and document information on each animal that comes into the shelter.
8. Transfer animals throughout building.
9. Attend training sessions with pay as required.
10. Other duties as reasonably assigned.

### **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 always.
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.

### **Accountability**

Reports directly to the Manager, Intake and Animal Care.

### **Exemplifies Winnipeg Humane Society's Core Values:**

- We are and always will be humane
- We sincerely respect each other
- We communicate proactively, and we listen
- We are humble, and we are always willing to accept better and new ideas
- We are committed to transparency and accountability

### **Participates in creating a thriving Culture of Philanthropy at Winnipeg Humane Society by:**

- Being knowledgeable and supportive of WHS programs
- Sharing their passion for service to animals, people, and our community with our guests
- Serving as an inspiration to all guests by providing an exemplary level of animal care and guest service

- Being able to communicate a compelling case for support that demonstrates the impact of philanthropy on Winnipeg Humane Society

### **Authority**

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

### **Abilities, Skills & Knowledge**

1. Responsible individual committed to the goals and objectives of the Society and prepared to carry out duties in an efficient, thorough manner.
2. Must be physically capable and able to carry out job duties in an efficient and thorough manner.
3. Good observation and reporting skills.
4. Excellent communication skills, both oral and written
5. Demonstrable interest in all aspects of animal welfare. Ability to work with others as part of a team.
6. Own transportation is an asset
7. Must be flexible and able to work weekdays, weekends, and statutory holidays.
8. Ability to lift and haul heavy bags and boxes up to 50 pounds

Ability to take direction

### **Education, Training & Experience**

1. Minimum of Grade 12 or equivalent required,
2. More than six (6) months and less than or including twelve (12) months experience required
3. Education and/or extensive experience in animal care and handling a definite asset

**Forward your resume and cover letter to:**

Attn: Audrey Barnabe

[careers@winnipeghumanesociety.ca](mailto:careers@winnipeghumanesociety.ca)

**Please quote the job posting number in your email or cover letter subject line.**

The WHS is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs.

### **NO PHONE CALLS PLEASE**

The WHS values diversity and equality in its team. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit <https://winnipeghumanesociety.ca/about-us/careers>