



WINNIPEG HUMANE SOCIETY

The Winnipeg Humane Society – Job Posting #2024-13-1

Date: February 27, 2024
Position Title: Animal Protection Officer (APO)
Department: Investigations and Emergency Response (IER)
Reports To: Director, Investigations and Emergency Response
Hours: 40 Hours per Week – Will Include Weekends & Holidays
Shift Rotation Includes 8am-4pm; 3pm-11pm
Positions available: 3
DAYS/TIMES OF SHIFTS MAY VARY/CHANGE
Classification: Union
Rate: \$21.84 – \$29.29/hour
Start Date: Various – staggered start dates.

This position is subject to a Criminal Record Check, including Vulnerable Sector Search.

Closing Date for all applicants: open until filled

Position Summary:

The Animal Protection Officer (APO) is expected to act as a Peace Officer as defined under The Interpretations Act of Manitoba when carrying out the full range of duties relating to The Animal Care Act of Manitoba (The Act). Conduct field inspections and compliance and enforcement activities under The Act.

Purpose:

Deliver education, recommendations and awareness activities related to animal health and welfare within the scope of The Act and the philosophy of the Winnipeg Humane Society (WHS). Will represent the WHS and Manitoba's Animal Welfare Program in all matters related to the humane treatment of all animals. Attend non-enforcement animal emergency situations as required.

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:

- Awareness of the policies of Manitoba's Animal Welfare Program as well as understand the Animal Care Act of Manitoba (The Act) and the applicable Regulations.
- Retrieve phone messages concerning animal welfare, investigations and return calls to determine what types of action need to be taken.
- Work closely with Director IER, Director of Veterinary Services, and Director Intake and Animal Care (or any of their designates), when evaluating investigation calls to ensure calls are being handled in the best interest of all parties involved.
- Respond in a safe driving manner to all complaint reports, animal welfare calls and investigations calls, which may involve injured, distressed, or abandoned companion animals, including some wildlife species.
- Conduct inspections to determine compliance under The Animal Care Act.
- Enforce compliance to ensure adequate animal care and husbandry.
- Take action to relieve animal distress.
- Conduct investigations to support prosecutions.
- Maintain situational awareness to ensure both personal and team safety.
- Respond to emergencies such as floods or fire where animals are affected.
- Provide a basic assessment as to the severity of the animal's condition and document such information.
- Complete and serve common offence notices as per the Animal Care Act only once appointed with Animal Protection Officer status.
- Assist in picking up confined, stray/owned/foster animals, supplies, donations, correspondence, etc. within jurisdiction and as assigned.
- Prepare accurate and timely reports, both written and oral, in order to account for time while on duty in Winnipeg Humane Society required format. All written documentation is admissible in legal proceedings.
- Maintain confidentiality at all times.
- Work with other emergency responders, health workers, and law enforcement agencies to address animal welfare concerns.
- Ensure the safety and security of all animals within the care of the Humane Society.
- 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.
- Assist in animal emergency calls where injured or distressed animals are in question.

- Attend staff training sessions as required with pay.
- Assist in ongoing training of new and existing staff members.
- Ensure timely maintenance and safe use of vehicles and other equipment.
- Assist with shelter medications when Emergency Driver must attend at emergency call.
- Aid in the proper care and feeding of the animal population within the shelter and satellite locations.
- Check lost and found registry to help match stray animals with their owners.
- Other duties as 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 WHS both inside and outside of the shelter environment.
2. To know, understand and adhere to all policies of the WHS
3. Effective communication with fellow staff on an ongoing basis. Respect for all is maintained always.
4. Successful and thorough completion of assigned job duties within reasonable time limits.
5. Exemplary level of care provided to all animals in accordance with The Winnipeg Humane Society's mission, policies, and practices.
6. Reliability and diligence in position while maintaining strict adherence to confidentiality.

Accountability:

Reports directly to the Director of IER. Is accountable to the Director and CVO for actions under The Act.

Authority:

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

Exemplifies Winnipeg Humane Society's Core Values:

- We let empathy guide our commitment to animal welfare and approach to all individual beings, people, and animals alike.
- We value and accept each other.
- We are committed as an organization to lead with integrity and accountability.
- We are guided by innovation and remain open to change.
- We foster an inclusive, purposeful, and safe communication space.

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

Education, Qualifications and Experience

The following are mandatory qualifications and experience for this role:

- Post-secondary education in Veterinary Medicine (or Veterinary Technologist), experience in Law Enforcement, Military, or Security.
- Animal Protection Officer status or willingness to obtain APO status
- Valid Class 5 Manitoba Driver's License (or equivalent as recognized by the Province of Manitoba)
- Ability to obtain a clear Criminal Record Check and Child Abuse Registry Check
- Two years (+) Customer Service experience

Abilities, Skills & Knowledge:

The following are mandatory knowledge and skills for this role:

- Demonstrated interpersonal skills and ability to work co-operatively as a team player.
- Demonstrated critical thinking, conflict resolution and de-escalation skills. Non-violent Crisis Intervention training desirable
- Demonstrated ability to work in a fast-paced, stressful, and often emotional environment, while completing assigned tasks in a professional and timely manner.
- Demonstrated superior communication skills, both oral and written.
- Demonstrated computer literacy (Microsoft Office) and ability to utilize shelter management software.
- Must be able to manage high stress and emotionally challenging situations daily.
- Demonstrated ability to handle animals of unknown history weighing upwards of 50kg.
- Demonstrated knowledge of animals, breeds, characteristics and common medical concerns and vocabulary

The following knowledge and skills are desired and would be considered assets:

- Demonstrated knowledge of The Animal Care Act of Manitoba and Regulations and relevant sections of the Criminal Code of Canada is desirable.
- Demonstrated knowledge of federal, provincial, and municipal laws and regulations regarding animals, animal welfare and related activities.

Personal Attributes:

- Outgoing, respectful of others and willing to work in a Team environment.
- A desire to advocate on behalf of animals while acting in philosophical harmony with the mission and strategic direction of the Winnipeg Humane Society

Forward your resume and cover letter to:

Attn: Andrew Clarke

Andrewc@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>