

Winnipeg Humane Society – Job Posting

Date: January 31, 2012

Position Title: Emergency Responder

Reports To: Manager, Investigations & Emergency Response

Rate: \$11.72

**Hours: 2 Positions Available-Casual-Must be available days, evenings & weekends
Part-time-16 hours/week**

Start Date: ASAP

Position Summary:

- The Emergency Responder is required to respond to routine, urgent and emergent calls involving animals.
- The Emergency Responder is required to respond to animal welfare complaints as well as emergency welfare complaints as they are reported to WHS.
- The Emergency Responder is required to process complaints called-in to the CVO Animal Welfare Line.
- The Emergency Responder is required to provide detailed reports on each call and on each animal.
- The Emergency Responder will be dealing with a variety of situations that will require written detailed account/report of their actions, this account/report is admissible in a court of law, it is a legal document.

Conditions of Work:

The work is subject to irregular hours including completion of work assignments.

Exposure to the following:

- Adverse weather conditions, i.e. extreme hot climates, extreme cold climates.
- Odors emanating from diseased/deceased animals/carcasses.
- Odors/conditions in/of extremely unsanitary environments.
- Diseased/sick/fractious animals.
- Irrate and/or aggressive persons.

Applicants must be physically fit as it requires moderate lifting of 25-50lbs, handling/moving of objects in excess of 50lbs.

Qualifications:

- The applicant awarded the position MUST sign the WHS Confidentiality Agreement upon hire.
- The applicant awarded the position MUST MAINTAIN CONFIDENTIALITY AT ALL TIMES.
- 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, the applicant will be responsible for all expenses to obtain the document.
- Must provide a criminal background check, the applicant will be responsible for the expense of obtaining the document.
- Certification in CPR and Basic First Aid will need to be obtained by the successful applicant within the 3 month probation period, this certification will be at this applicant's expense. Proof of certification must be provided to WHS
- Must have excellent written and verbal communication skills.
- Written communication must be legible.
- Must be able to remain calm, in control and professional in stressful situations.
- Must have excellent phone skills.

- Must possess animal handling experience and basic knowledge of animal care.
- Must have the ability to work as part of a team.
- Must have the confidence and ability to work non-supervised.
- Must have computer literacy and good record keeping skills.
- Certification in Conflict Resolution must be obtained by the successful applicant within the 3 month probation period, this certification will be at this applicant's expense. Proof of certification must be provided to WHS.
- Willingness to provide assistance where necessary within the shelter as needed.
- Minimum grade 12 education is required.
- Knowledge of the programs and services of WHS.
- Must be able to lift and carry at least 50lbs. The applicant will be tested to ensure this can be done prior to being considered for hire.

Authority:

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

Accountability:

The successful applicant/employee reports directly to the Manager of Investigations and Emergency Response.

The employee shall maintain positional entry requirements at all times.

The employee will provide, at no cost to WHS, a current driver's abstract and criminal background check upon request of the Manager of Investigations and Emergency Response.

The employee will provide WHS with the required certificates in Emergency First Aid, CPR and Conflict Resolution.

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 while maintaining strict adherence to confidentiality

Duties and Responsibilities:

- Administer medications to shelter animals that have been prescribed by the shelter veterinarian.
- Respond to calls while driving a WHS vehicle in a safe and responsible manner at all times while conducting WHS job duties.
- Provide a basic assessment as to the severity of the animal's condition, and document such information.
- Respond to calls regarding confined and non-confined stray animals, confined and non-confined owned animals, wildlife, supplies, donations, etc. within jurisdiction and as assigned.
- Transport animals to veterinary clinic or to shelter as necessary.
- Pick-up of animals from local airports.
- Delivery of supplies/animals to local airports.
- Provide assistance to other agencies such as the CVO, 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.
- Process animals and enter all information regarding each animal and each reason for response into the computer database.
- Vaccinate and administer de-worming medication to animals prior to assigning to cage in shelter.
- Check lost and found registry to help match stray animals with their owners.
- Process/Input into the Shelter Buddy database all incoming calls involving animal welfare, pick-ups and emergency calls.
- Have an understanding of THE ANIMAL CARE ACT OF MANITOBA and the applicable REGULATIONS and be able to use these tools to perform inspections/assist in inspections.
- Follow direction of the Animal Protection Officer(s) when assisting and performing animal welfare inspections.
- To provide clear, concise, legible documentation on all required reports/documents.
- Assist in restraining of animals for medical treatments including for euthanasia of animals.
- Possess and display good time management skills.
- Respond to situations in a calm, non-judgmental fashion at all times.
- To know and understand all policies of WHS.
- Assist in animal investigation calls where animal welfare is in question using the current animal welfare legislation and regulations, following the lead of the Animal Protection Officer on-duty.
- Transportation of satellite animals to and from satellite destinations at the request/direction of the Satellite Coordinator.
- Attend departmental training sessions and successfully complete the training as required with pay.
- Assist in training of new staff members.
- Prepare accurate and timely reports both written and verbal to account for time while on-duty.
- Ensure timely maintenance and safe use of vehicles and other equipment.
- Other duties as assigned.

Please email resume to Lorrie Lindsay: LorrieL@winnipeghumanesociety.ca or mail/fax resume to The Winnipeg Humane Society, 45 Hurst Way, Winnipeg, MB R3T 0R3 Fax: 663-9401 Attn: Lorrie Lindsay

Must present clean driver abstract with application.