

Cochrane & Area Humane Society Job Description Animal Behaviour Counsellor

Position Description:

The Cochrane & Area Humane Society is accepting applications for a mature and reliable part-time Animal Behaviour Counsellor (ABC). We offer a competitive salary range and where applicable a group benefits and group RRSP plan.

The position has a four-day on and four-day off rotating shift schedule from 7:00am – 3:30pm.

Salary range: \$18.00-\$24.00 per hour

Position Responsibilities

Priority Duties:

- Managing movement of the dogs in the behaviour department in order to provide daily care and cleaning in a timely manner
- Helping staff and volunteers as needed to train dogs and maintain consistency around impulse control and handling procedures
- Conduct play sessions as well as provide exercise and behaviour modification for dogs, with a focus on dogs in the behaviour department
- Oversee new dog meets with the help of volunteers
- Train new volunteers to assist the behaviour program as requested
- Recommend dogs to management for further dog to dog assessments or other assessments as needed
- Administering daily dog enrichment (with the help of volunteers), and enrichment for the dogs in the behaviour department twice daily
- Liaise with adoption staff to ensure familiarity with management strategies and personalities of dogs in the behaviour department
- Update communication re. dog progress daily in behaviour log and PetPoint software and keep the individual dog write up's up to date in the behaviour dog communication book
- Complete scheduled behaviour-to-show meets with potential adopters in a professional and thorough manner

General Duties

- complete accident/incident reports as necessary
- daily check of surgical incisions on the dogs in the behaviour department
- communicate animal related health and behavioural concerns and any occupational hazards to the Operations Manager and/or Manager on duty in a timely manner
- 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 assist the public when requested
- 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 within 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 Management

Qualifications and Skills:

- Previous formal dog behaviour training and modification experience (i.e. PACE, CPDT, IAABC certification, etc.)
- Previous experience working with animals
- Previous experience working with volunteers is a definite asset
- Ability to successfully handle all breeds and sizes of dogs
- Reliable, trustworthy, able to work well in a team atmosphere and 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 ABC 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:

Rachel Harper
62 Griffin Industrial Point
Cochrane, AB T4C 0A3

Or email resume to: operations@cochranehumane.ca

Please note: Only those candidates considered for the position will be contacted.

Hiring Immediately