

## 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](mailto:operations@cochranehumane.ca)

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

**Hiring Immediately**