



## **Cochrane & Area Humane Society Position Description**

### **Animal Care Specialist PM**

#### **Position Description:**

The Cochrane & Area Humane Society accepts applications for mature and reliable part-time Animal Care Specialists. We offer a competitive salary range and where applicable a group benefits and group RRSP plan.

The position is a four-day on and four-day off rotating shift schedule from 1pm - 8pm.

#### **Position Responsibilities:**

- With the assistance of volunteers, complete the daily cleaning procedures to maintain a clean environment that is as healthy and safe as possible
- With the assistance of volunteers participate in enrichment programs, walk, and socialize and feed the animals, ensuring animals are receiving adequate nutrition and exercise
- Check of surgical incisions on the animals daily, and report to Animal Health team if concerned
- Move dogs in and out of building as appropriate for cleaning time, bathroom breaks and exercise
- Record accurate, timely and detailed notes in Animal Care communication book re. health and behavioral issues
- Communicate animal related health and behavioural concerns and any occupational hazards to the Animal Care Lead/ Operations Manager in a timely manner
- Complete accident/incident reports as necessary
- Ensure adequate amounts of animal food, litter and supplies are always available in their containers and in storage and notify the Animal Care Lead when stock is low
- 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

- Always conduct themselves in a professional and courteous manner while working as an employee of the Cochrane & Area Humane Society
- Help assist behaviour and hospital staff when requested to do so  
Help the reception and adoption staff to assist the public when requested to do so
- Have and maintain a valid driver's license and always operate the Society's vehicle in a responsible and legal manner
- Handle all animals in a humane way using positive reinforcement methods
- Ensure appropriate and timely communication is shared between departments daily
- 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 the Lead Animal Care Specialist, and Management

**Qualifications and Skills:**

- Previous experience working with animals a definite asset
- Previous experience working with volunteers a definite asset
- Ability to successfully handle all breeds and sizes of dogs, cats and other domestic pets
- Reliable, trustworthy, able to work well in a team atmosphere as well as 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

\*Please note that the successful candidate will need to provide a current driver's abstract and WHIMS certification.

**Evaluation:**

The Animal Care Lead will evaluate the performance of the Animal Care Specialist 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 cover letter to:

Cochrane & Area Humane Society

**Attention:** Operations Manager

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.*

*Updated February 2026*