



**Regina
Humane
Society**

Animal Protection Officer

Posted Date: Dec 30, 2024
Position: Animal Protection Officer
Reports To: Supervisor of Animal Protection Services
Type: Temporary (6-12 Months)
Hours: Full-Time
Wage Range: \$16.04-\$19.37 per hour

Essential Duties and Primary Job Purpose

Under the direction of the Supervisor of Animal Protection, the Animal Protection Officers function as the field enforcement arm of the Regina Humane Society. The successful candidate, having met the prescribed criteria and demonstrating that he or she is suitable as outlined in the Saskatchewan Animal Protection Act, will become a badged Animal Protection Officer. They will also serve as emissaries to further the goals and philosophies of the Regina Humane Society in the community.

Representative Tasks and Major Responsibilities

In accordance with RHS's objectives, philosophies and policies and procedures, this position is responsible for the following:

1. City Bylaws

- Pick up, detain and deliver to the shelter animals running at large as directed by the Supervisor of Animal Protection
- Pick up, detain and deliver to the shelter animals being surrendered as directed.
- Implement the Cat Control Bylaw by loaning humane cat traps to members of the public and picking up nuisance cats for impoundment
- Restrain and impound or quarantine dangerous dogs. Patrol city streets looking for dogs at large and potential problem situations to be reported the Supervisor of Field Operations
- Sell Regina City dog licenses and fill out appropriate forms
- Enforce City Bylaws.

2. Investigations

- Investigate complaints concerning animals that may be neglected or abused
- Ensure that the Animal Protection Act is adhered to
- Compile information and evidence necessary to pursue criminal charges
- Write reports on all complaints and investigations
- Prepare, obtain and administer search warrants in cases where animals are in distress
- Appear as a court witness when required
- Work with other law enforcement agencies including the Regina Police Service, the Royal Canadian Mounted Police and Animal Protection Services of Saskatchewan.

3. Inspections

- Inspect pet stores, boarding kennels and other facilities to ensure that standard animal care is maintained

- Inspect animal events including rodeos, circuses, chuck wagon and chariot races, etc. within the jurisdiction of the Regina Humane Society
- Write inspection reports

4. Administrative Responsibilities

- Receive and document incoming complaints for Bylaws and investigations
- Answer all questions and educate caller on Licensing, Bylaws, Animal Protection Act and make appropriate referrals to outside agencies
- Dispatch incoming calls to the Animal Protection Officers in the field which include investigations, animal pick-ups and Bylaw enforcement
- Clear and record all messages on overnight message system
- Maintain the computer data base of all investigation complaints, licensed animals and Bylaw files
- Release impounded animals to their owner and record all fines and fees
- Oversee the loan of cat traps to members of the public to trap nuisance cats and ensure that the rules regarding cat traps are adhered to
- Educate the public at every opportunity regarding the law, the well-being of animals and the ethics of animal welfare in general
- File completion and bylaw and investigation documentation as required

5. Education

- Educate the public at every opportunity regarding the law, the well-being of animals and the ethic of animal welfare
- Specific assignment as required by the Supervisor Animal Protection

6. Night Duties

- Carry a pager and respond to night-time and holiday emergency calls
- Keep accurate records of night activities; pass along ongoing investigation updates and potential problems that may come up during daylight hours
- Maintain a good working relationship with staff members, local veterinarians and members of the public

7. General

- Ensure the cleanliness and good working order of all vehicles and equipment.
- Other duties as required by the Supervisor of Animal Protection or Management.

6. Overall Shelter Vision and Operations

- Represent the RHS in a professional manner
- Support and promote the vision and strategic plan of RHS
- Work collaboratively with veterinary, animal care and life-saving staff to achieve shelter goals.
- Work with coworkers to foster an enjoyable and team environment
- Perform other duties as required by management

Work Contacts

This position interacts and collaborates with all levels of the organization, including entry level staff members, peers in other departments, executive team members, representatives from external agencies, the general public, children and volunteers. Contact and communication is carried out through face to face, telephone and electronic interactions. Communication must be clear, understandable, positive, professional and respectful in all circumstances.

Working Conditions

- Work is performed concurrently in an office, animal shelter environment, outdoors in potentially adverse weather conditions and in vehicle. Ability to stay standing or active during entire shift if required. Must be able to lift a maximum of 50 lbs.
- Work performed both in and out of shelter requires lifting, bending, stooping, pushing and other strenuous activities.
- Exposure to potentially aggressive, unruly and sick, diseased and parasitic infested animals and infectious fluids and materials
- Exposure to angry or aggressive individuals.
- Interaction with children, adolescents and adults from the general public is frequent and requires respectful, empathetic and professional behavior at all times.
- Frequent exposure to computer video terminal and computer peripherals.
- The Animal Protection Officer will share on-call duties, so s/he must be willing to be on-call some evenings, weekends and holidays. All staff may be requested to work evenings, holidays and weekend shifts for special programming or operational needs
- Required to wear a uniform while on duty.
- Environment can be noisy, odorous and stressful, both physically and emotionally.

Education, Training and Competencies

To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Candidates with animal behavior and handling knowledge, legal and/or policing experience and an overall knowledge of shelter operations and goals will be preferred.
- Have excellent interpersonal skills
- Have the ability to deal with the public courteously, tactfully, and effectively. Conflict management skills an asset
- Handle heavy workload with quick response time
- Demonstrated personal communication abilities to include effective phone skills, effective interviewing techniques and ability to communicate effectively in writing and orally
- Typing speed of 40 words per minute
- Demonstrate a proficiency using Microsoft Office
- Ability to handle high-stress situations
- Ability to be flexible, resourceful, and innovative to operate effectively in an unpredictable environment
- Must have the ability to multitask and prioritize in many areas of responsibility
- Impeccably organized and passionate about quality, accuracy and attention to detail
- Physical condition that allows mobility and agility sufficient to pursue and capture all types of animals, and which permits heavy lifting and working under adverse temperatures and/or weather conditions
- Knowledgeable in basic animal behavior and handling regardless of size
- Be comfortable to enter any neighbourhood in Regina at night to handle emergencies
- Grade 12 diploma or equivalent
- Must be mature with valid Driver's License and clean Saskatchewan Driver's Abstract
- Must provide clear Criminal Record Check

Please submit your letter of interest and resume by the closing date to the attention of Lindsay West, RHS Director of Operations lwest@reginahumane.ca

This position will remain open until a suitable applicant is found. We thank all applicants for their interest, but only those selected for an interview will be contacted.