



Cochrane & Area Humane Society Job Description Animal Behaviour Counsellor

Position Description:

The position covers days off for regularly scheduled staff members for Animal Behaviour Counsellor (ABC), so the applicant must be able to work flexible hours on a variety of days – 7am-8pm Monday-Sunday. The applicant would also need the flexibility to potentially cover shifts at very short notice in the event of sickness.

Position Responsibilities:

- with the assistance of volunteers, complete the animal care duties for the dogs in the behaviour department including the evening cleaning procedures to maintain a clean environment that is as healthy and safe as possible
- with the assistance of volunteers, feed, exercise, provide kennel enrichment and work behaviour modification with the dogs in the behaviour department
- record accurate, detailed and up to date records of each animal's health and behavioral issues while in our care
- assist department staff with dog to dog meets as requested
- train new volunteers to assist the behaviour program
- recommend dogs for referral to senior behaviour staff for further dog to dog assessments or other assessments as needed
- liaise with adoption staff to ensure familiarity with management strategies and personalities of dogs in the care of the behaviour department
- update dog behaviour related communication at least once per rotation in Petpoint and daily in the Behaviour Modification Tracker spreadsheet
- complete scheduled ABC behaviour to show meets in a professional and thorough manner

General Duties

- complete accident/incident reports as necessary
- daily check of surgical incisions on the dogs in the care of 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
- handle all animals in a humane way using positive reinforcement methods and science based behaviour modification techniques
- 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 Animal Behaviour Counsellor 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:

Department Head of Behaviour
62 Griffin Industrial Point
Cochrane, AB T4C 0A3

Or email resume to: tracy.keith@cochranehumane.ca

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

Hiring Immediately

Updated November 2021