



Coordinator: Feline Services- FT Contract (To Dec /2023)

Posting Date	2023-01-09	Department	Intervention Services
Estimated Start Date	ASAP	Hourly Wage Range	\$22.43 - \$27.31
Closing Date	2023-01-16	Hours of Work	37.5 hours/week

JOB PURPOSE

The Coordinator: Feline Services is responsible for coordinating the flow of cats from intake to outcome, assessing and monitoring their emotional well - being, assisting where required to maintain the flow of animals and developing and coordinating enrichment programs for Ottawa Humane Society (OHS) cats.

DUTIES AND RESPONSIBILITIES

- Research, develop and implement programs and strategies to assure the emotional health of OHS cats
- Develop and implement enrichment plans for shelter cats
- Assess and monitor the emotional well-being , the behavior and temperament of shelter and other cats
- Train and oversee feline enrichment volunteers
- Provide consultation services for line and management staff as well as community partners and the general public
- Develop and deliver internal and external workshops and other training
- Assist adoption and foster staff in identifying appropriate placements for cats
- Assist with assessments and recommendations for animals participating in OHS programs
- Lead offsite fieldwork activities in support of OHS feline programs
- Develop and maintain excellent relationships with OHS Partners in Placement and other OHS partners
- Maintain a superior knowledge of feline temperament, behavior and training
- Monitor process flow and take appropriate actions to alleviate bottlenecks
- Represent OHS in a professional manner
- Support the activities of coworkers, volunteers, students and work placements and provide orientation and training as required
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies, procedures, collective agreement and good animal care practices
- Produce and maintain accurate reports, records, and files
- Participate in supervision, evaluation training and other meeting as required
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Represent OHS in a professional manner
- Participate in public relations and promotional activities as required
- May be required to assume some of the responsibilities of the Coordinator: Canine Services
- May be required to assume some of the responsibilities of the Manager: Intervention Services

QUALIFICATIONS

- Post- secondary degree, diploma or two years' relevant experience in animal behaviour and/ or animal psychology
- Extensive reading or research in feline temperament and behaviour
- Clinic experience is an asset
- Adult teaching experience is an asset
- Proficiency in Microsoft Suite

- Professional working proficiency in spoken and written English is required

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employees may be required to work evening, holiday and weekend shifts
- Employment is conditional upon the ability to provide services in a safe manner, including, but not limited to, lifts and transfers of large animals and interaction with potentially aggressive animals
- Employment is conditional upon having and maintaining a valid driver's license
- Employees will be required to wear a uniform designated by the employer
- Employment is conditional upon the ability to work around all species of animals safely
- Employment is conditional upon maintaining confidentiality of OHS information

How to Apply: If you are interested in this opportunity and have the above qualifications, please forward your resume and cover letter to Human Resources by email at careers@ottawahumane.ca by January 16, 2023

Employees who have received formal discipline within the last 18 months will not be considered for this position. Notwithstanding this, such employees may submit an appeal in writing to the Manager, Human Resources along with their application within the application period. Please see the OHS Human Resources Policies and Procedures for further information.

The Ottawa Humane Society is an equal opportunity employer. The OHS offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by the OHS regarding a job opportunity, please advise prior to the interview if you require accommodation.