# Coulee Region Humane Society, Inc.

## JOB DESCRIPTION

Title: Humane Officer- Part Time

Reports to: Animal Control Supervisor

Exempt Status: Hourly

### PURPOSE OF THE JOB

To ensure and enforce animal welfare regulations within the municipalities CRHS contracts with. To support and carry out the CRHS mission.

#### JOB RESPONSIBILITIES

* Respond to appropriate animal control calls.
* Provide education to the public on humane care for animals.
* Pick up stray animals, safely and promptly transporting them to the shelter, completing necessary paperwork, giving needed vaccinations and appropriately sheltering the animal.
* Assist with overall care for wildlife housed at CRHS throughout the entirety of each shift, including but not limited to: feeding, cleaning, and transporting to a veterinarian.
* Pick up/assist injured animals, giving necessary care and safely transporting them to the CRHS or to a veterinarian if needed.
* Maintain Euthanasia Technician certification and perform services as needed. The decision to euthanize a domestic animal must be authorized by **the Animal Control, Protection & Rescue Supervisor, Senior Humane Officer or the Executive Director, based on veterinary opinion.**
* Humanely euthanize badly injured or sick wild animals when necessary.
* Know and enforce State, County, and City animal control laws.
* Routinely maintain and clean CRHS vehicles and equipment.
* Assist in maintaining the live trap system.
* Humanely handle all animals encountered.
* Keep and file accurate records of all calls, compliances and citations.
* Notify the Animal Control, Protection & Rescue Supervisor of necessary animal control supplies and equipment problems and notify when supplies must be reordered.
* Maintain courteous and professional relations with the public, veterinarians, police departments, city and county employees and the answering service.
* Maintain animal control files in our internal software and provide complete information for all dispatched calls before the end of each shift.
* Prepare and process City and County licensing for payment and delivery.
* Maintain a clean and presentable work space including but not limited to: sweeping, mopping, sanitizing, organizing and disposing of trash.
* Responsible for safety of CRHS facility during non-operational hours.

**QUALIFICATIONS**

* Humane Officer Certification established by Wisconsin Statute 173 within one year of assuming the Humane Officer position.
* **With support of CRHS,** complete 32 hours of training related to Humane Officer to continue certification every 2 years.
* **With support of CRHS, become a certified euthanasia technician recognized by the State of WI within 12 months of hire.** Euthanasia team participation strongly encouraged.
* **With support of CRHS, work toward and become licensed in Basic Wildlife Rehabilitation through the WDNR within 12 months of hire.**
* Able to represent CRHS in a pleasant and professional manner.
* Able to work with minimal supervision.
* Experience working with animals.
* Computer literate and ability to operate office equipment.
* Excellent oral, written, and organizational skills with attention to detail.
* Able to work flexible hours, which will include nights, weekends and holidays.
* Valid WI Driver’s License.
* Must comply with CRHS employee-owned animal policies.

**OSHA CATEGORY AND PHYSICAL REQUIREMENTS**

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Category I- All employees in this job title have a reasonably anticipated risk of occupational exposure to blood and/or other potentially infectious materials.

Environmental Conditions: Exposure to infectious diseases. Exposure to potentially harmful drugs and chemicals. Subject to extreme weather conditions. Subject to hazards such as dangerous, diseased, frightened and injured animals.

Emotional Demands: Euthanasia, animal abuse, and animal neglect.

Physical Requirements/Demands of the Position:

* Stooping/Bending/Twisting- Frequently
* Lifting- Floor to Waist- Frequently- Number of lbs 0-80
* Lifting- Waist to Overhead- Occasionally- Number of lbs 0-25
* Lifting- Other- Frequently- Number of lbs 0-80
* Sitting- Occasionally
* Walking- Frequently
* Standing- Frequently

While performing the duties of this job, the employee may also be required to perform the following actions in a safe manner: stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs or ladders; balance; twist, bend, stoop, kneel, crouch or crawl; talk and hear; ability to see with close vision and to adjust focus.

**AT-WILL EMPLOYMENT**

Please understand that CRHS is an at-will employer. This means that should you be offered a position in our organization either you are CRHS are free to end employment at any time, with or without notice or cause and nothing in this document or CRHS’s policies or procedures, either now or in the future, are intended to change the at-will nature of employment.

This job description is subject to change at any time based on the needs of the organization.