



20-Aug-18

JOB DESCRIPTION

GENERAL INFORMATION:

Position Title	SHELTER SUPERVISOR
Reports to	SHELTER MANAGER
Document History	Created August 20, 2018

This position is currently part-time equalling approximately 24 hours per week with the possibility of additional shifts as required by shelter demands.

POSITION FUNCTION:

The **SHELTER SUPERVISOR** is responsible for the day to day operations of the Quinte Humane Society (QHS) including but not limited to animal care, staff supervision, overseeing volunteers and other shelter activities.

The Shelter Supervisor is to promote the QHS mission and implement initiatives within the shelter and surrounding community. Develops and maintains relationships within the community, promotes public awareness of the QHS and its services. He/she is to maintain a positive, clean, safe and healthy environment for employees, volunteers, visitors and animals.

QUALIFICATIONS

- Registered Veterinary Technician or related equivalent experience.
- Minimum one year of supervisory experience.
- Volunteer management an asset.
- Demonstrated passion for animals and committed to helping others.
- Excellent communication, interpersonal and customer service skills.
- Energetic, team player who works well under pressure.
- Ability to remain calm and professional in emotionally charged situations.
- Able to work flexible working hours including evenings and weekends.
- Working knowledge of Windows and MS Office is required.
- Knowledge of Pet Point an asset.
- Police Clearance Certified is required.
- Valid "G" driver's license is required with a clean driving abstract.

DUTIES AND RESPONSIBILITIES

SHELTER MANAGEMENT

- Ensure all animals receive the appropriate care and treatment required and that protocols to prevent and spread of disease are adhered to at all times.
- Assisting with the care of the animals and overseeing staff care of the animals.
- All decisions and organization of Euthanasia when necessary
- Ensuring appropriate and timely veterinary services for all animals and working with local veterinary practitioners to obtain their assistance and services at the best price.
- Developing and recommending new protocols and procedures to enhance animal welfare and adoptability.
- Controlling inventory to ensure adequate supplies are maintained and proper storage protocols for drugs are followed.
- Performing building maintenance inspections.
- Overseeing the operations of the Animal Shelter (when applicable).
- All other duties as required.

HUMAN RESOURCES

- Orientation, training, motivating and supervising staff and volunteers to gain cooperation in meeting the goals and objectives of the QHS.
- Adhering to employment and operational policies and procedures as established by the QHS.
- Conducting employee disciplinary actions when required, following the Progressive Disciplinary Policy.
- Adhering to the Ministry of Labour Laws and keeping up-to-date on the Employment Standards Act & Human Rights.
- In conjunction with the Shelter Manager, conducting staff evaluations and developing annual training plans.
- All other duties as required.

HEALTH & SAFETY

Implementing health and safety practices to include but no limited to:

- Establishing safe work practices while taking the necessary precautions to protect employees as outlined in the Occupational Health and Safety Act.
- Providing training to all staff and volunteers on safe work practices, protective equipment, work place hazards, reporting accidents and hazardous conditions.
- Ensuring all hazardous materials are properly marked, hazardous spec sheets are available to employees and employees are trained on how to safely use the material/chemical.
- Investigating and reporting all incidents of injury that require medical aid and/or lost time to the Workplace Safety and Insurance Board (WSIB) and the Shelter Manager.
- Overseeing monthly safety checks are completed and placed in a binder.
- In conjunction with the Shelter Manager, developing and maintaining an evacuation procedure and process.
- All other duties as required.