

HUMANE ANIMAL RESCUE JOB DESCRIPTION

Title: Humane Officer
Reports to: Chief Programs Officer
FLSA Status: Non-exempt/Full-time
Date Revised: 6/11/2020

Summary:

The Humane Officer is responsible for investigating animal cruelty complaints involving the neglect and abuse of animals and, when necessary, prosecuting those offenders as denoted in the PA Crimes Code - Title 18 Section 5511.

Essential Duties:

- Investigate and, when necessary, prosecute those that neglect or abuse animals according to Pennsylvania state law.
- Rescue/confiscate injured and abused animals.
- Prepare reports and testify as necessary in cruelty cases.
- Be willing to rescue animals that have been injured, abandoned, etc.
- Patrol pet shops and inspect circuses and other animal-related exhibitions.
- Maintain equipment; i.e., animal transport vehicle.
- Act as an expert within the community, educating on animal welfare issues.
- Ensure confidentiality of information concerning investigations.
- Attend staff meetings.
- Maintain positive relationships with co-workers, managers, directors, clients, and stakeholders.
- Perform other duties as assigned.

Competencies:

- Outstanding customer service skills: ability to handle sensitive or stressful situations with tact and diplomacy.
- Detail-oriented.
- Excellent interpersonal skills with ability to build relationships.
- Excellent organizational and time management skills.
- Excellent written and verbal communication skills.
- Ability to multi-task and work under pressure.
- Ability to develop and maintain rapport with public and co-workers.
- Analytical and problem-solving skills.
- Ability to work with a diverse workforce.
- MS Office proficiency.
- Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.

Work Environment:

While performing the duties of this job, the employee could be exposed to hazards associated with aggressive animals; hazards associated with infected animals and controlled substances; exposure to unpleasant odors and noises; exposure to bites, scratches and animal wastes; possible exposure to contagious diseases. The employee will be exposed to all types of weather while out in the field as well as driving conditions during inclement weather. The employee could have exposure to hostile environments in communities known for heavy drug use and violence.

Physical Demands:

While performing the duties of this job, the employee is required to bend, stand, stoop, walk, run, crawl, kneel (often on uneven terrain) as well as sit, talk, listen, hear; use hands to finger, manipulate, handle, or feel; reach with hands and arms. The employee must have sufficient strength to carry or move large animals as necessary. The employee must have manual dexterity to operate instruments or tools to administer care to animals.

Safety & Health Program:

This position is expected to cooperate in all aspects of the shelter's Safety & Health program. This requires that all employees must

- Report all accidents immediately to their supervisor
- Wear required personal protective equipment. No exceptions
- Report all hazardous conditions or other safety and health concerns to their supervisor immediately.
- Participate in Safety Committee activities and support Safety Committee membership

Travel:

Travel as necessary.

Required Education and Experience:

- High school diploma or equivalent.
- Completion of PA Act 125 Parts I and II training with satisfactory test scores necessary for employment and continual education as required by Pennsylvania state law.
- Experience working in an animal shelter environment.
- Law enforcement experience a plus.
- Valid Driver's License.
- Maintain a clean driving record.

Preferred Education and Experience:

- Post-secondary education.

Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all responsibilities, duties, and qualifications required of employees assigned to this job.

ACKNOWLEDGMENT OF RECEIPT:

DATE:
