Job Description for HSAC Humane Agent

*The Humane Society of Adams County is recruiting to fill the position of Humane Agent in Adams County.*

**BRIEF JOB DESCRIPTION:** This position will work in the Humane Society of Adams County. Duties include the investigative and protective services work in the investigation of animal welfare complaints alleging abuse of or cruelty to animals. Work includes conducting investigations, report writing, public education of animal welfare issues, inspections of areas where animals are kept and executing search warrants.

**MINIMUM QUALIFICATIONS:** A three (3) year combination of training, education, and/or experience as an animal shelter employee, Veterinary Technician, or in animal control or military or law enforcement or equivalent experience. Experience working with horses and other livestock is a plus.

**DUTIES AND RESPONSIBILITIES:**
1. Performs all job duties in an efficient, positive, professional manner. Promotes Humane Society of Adams County. Willingly assists public in all aspects of shelter programs. Shares information to enhance the public's knowledge of animal welfare as well as their knowledge of the Humane Society of Adams County's mission and programs. Provides information in a helpful, positive and timely fashion, giving the public information needed to assist them with an educated decision for the welfare of their animals.
2. Spends majority of their working time in the field, investigating all complaints and concerns of animal welfare. Jurisdiction is countywide.
3. Collaborates on a daily basis with various law enforcement agencies from the state, local, and federal levels - providing assistance and education when requested in animal welfare investigations.
4. Receives documents and investigates animal abuse, animal neglect, and animal abandonment complaints in accordance with applicable law and organizational policies.
5. Keeps accurate records of services rendered and prepares written reports in a timely manner.
6. Writes search warrants, when necessary.
7. Assists local police agencies in the service of search warrants.
8. Collects evidence in accordance with departmental policies.
9. Works closely with local veterinarians to obtain necessary evidence in animal cruelty investigations.
10. Provides education to general public, clients, and staff.
12. Enters and maintains data using HSAC shelter computer's record-keeping software.
13. Communicates effectively with individuals from various socio-economic backgrounds.
14. Communicates in a tactful manner with individuals who may be very hostile and uncooperative.
15. Performs and/or assists with animal rescues in accordance to HSAC policies.
16. Testifies on pertinent legislation or in court as needed.
17. Assists other agencies in disaster situations as directed.
18. Assists with public education events such as tours and presentations and in-shelter education to staff and volunteers.
19. Works daily with animals and handles individual animals in a caring and respectful manner.
20. Works in a manner that reflects a safe environment for animals, the public, volunteers and other employees.
21. Understands and supports organization policies and position statements regarding animal welfare subjects.
22. Responsible for upkeep of equipment and vehicles, and reporting safety or repair concerns to supervisor immediately.

CONTACTS WITH OTHERS: Will have contact with the general public, shelter employees, and volunteers. Will also have contact with humane agencies, animal control agencies, lawyers, breed rescue groups, veterinarians, and animal related organizations, and local, state, and federal law enforcement agencies. Contacts with others require consistently positive, cooperative and courteous exchanges and a professional demeanor at all times.

CONTACTS WITH ANIMALS: Will have significant contact with animals including dogs, cats, livestock, horses, birds, rabbits, and will likely encounter rats, mice, spiders, snakes, ticks, etc. Animals may be diseased, abused, deceased, injured or living in deplorable conditions.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The employee spends considerable time making public contacts in the community, and driving a vehicle supplied by the Humane Society of Adams County. Will regularly be in situations of risk during field duty. Contact with angry and emotional people occurs often. Animal contacts and related injuries may occur. Contacts with deceased animals can occur. While performing the duties of this job, the employee may be exposed to animal dander, parasites and infectious diseases that can be carried and transmitted by animals, fumes, strong foul odors, airborne particles and toxic or caustic chemicals. Long periods of time may be spent in unsanitary conditions including feces, urine, and human waste. The employee is occasionally exposed to wet and/or humid conditions and can be exposed to extremely dirty and smelly conditions.

MEASURES OF ACCOMPLISHMENT: Supervisor, staff and client feedback, organizational skills, confidentiality, professionalism, prioritization of tasks and order of work area, efficiency, focus on tasks, accident free work area, accuracy and timeliness in performing, initiative, attention to needs and concerns of animals, staff/volunteers, cooperation with others, problem solving and periodic evaluations.

CONTROLS OVER WORK: The Humane Agent reports to the HSAC Board or Directors and works closely with police agencies, Humane Society staff, and the staff of local veterinary clinics. No set work days will be assigned; must be able to work any day, including weekends and evenings, as required.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is regularly required to sit for periods up to 4 hours, stand, kneel, walk, use hands, type, reach with hands and arms, stoop, kneel, crouch, or crawl, and talk or hear. The employee must regularly lift and/or move a minimum of 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust
focus. Duties may include climbing, lifting, working in or around fires, swift water, or adverse weather. Self-defense against an animal or person may be necessary.

**QUALIFICATIONS**: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Must possess a basic police officer certification in good standing from any state in the US (Ohio preferred). College coursework in a law enforcement, criminal justice and/or animal science field is preferred.
* Must have excellent verbal and strong writing skills, be able to speak and read in English and communicate with the public in a consistently positive, educational manner.
* Basic knowledge of dog breeds, cats and animal behavior.
* Must successfully complete the Law Enforcement Training Institute Level I course within one year of employment.
* Must be willing to take Red Cross CPR/First Aid Training and other training at the expense of the Humane Society of Adams County.
* Must be willing to be vaccinated against tetanus, Hepatitis C, rabies or other diseases as deemed appropriate by the Humane Society of Adams County for the health and safety of the employee and others.
* Must be fit medically and psychologically to execute duties in the presence of any species of animal/insect, for long periods of time.
* Proficiency in Microsoft Word, Excel and other windows based software
* Must be able to work weekends and evenings, as required.
* Must have excellent organizational and accuracy skills, problem-solving abilities and maintain a consistent, pleasant demeanor with staff, volunteers, other agencies and the public.
* Must be able to be bonded and maintain a valid Ohio Driver's License in good standing.
* Must be in excellent physical condition, and able to pass physical and psychological including drug screening.
* Must pass a standard police officer background investigation and all background requirements by the State of Ohio in order to become a Humane Agent.

This position description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job related duties required by their supervisor. This document does not create an employment contract implied or otherwise, other than an “at-will” relationship.

7/14