



THE CORPORATION OF THE TOWNSHIP OF UXBRIDGE EMPLOYMENT OPPORTUNITY

Animal Control – Animal Care Attendant, Casual Contract Position – Uxbridge Scugog Animal Shelter

Reporting to the Supervisor of Animal Control, this position assists in the operation of the animal shelter for the Townships of Uxbridge and Scugog. You would be responsible for the safety and care of the animals being housed at the shelter, which includes feeding, cleaning, grooming, medicating, and training. You would support in assessing animal health and temperament upon intake and complete daily assessments and records of health of animals being cared for at the shelter. This position performs general administrative duties and interacting with the public, including answering phones, taking accurate messages, clerical duties, maintaining records, adoption of shelter animals, and balancing of daily cash transactions. Other duties include general janitorial duties and maintenance of the shelter, including kennels, shelter vehicles, groundskeeping, snow removal on sidewalks and operating a walk-behind snow blower.

This is a contract position for up to eight (8) months. Scheduled hours will be a minimal of fifteen (15) hours per week, and will include rotating days, and half days on weekends. The wage ranges from \$17.97 per hour to \$21.02 per hour (2022 rates).

Qualifications include:

1. Post-secondary diploma or be currently enrolled in Veterinary Assistant or Veterinary Technician or a relevant course of study.
2. Animal care experience – preferably in a commercial/public environment would be an asset.
3. Basic understanding of animal health and maintenance requirements, as well as the ability to explain animal health related issues to a veterinarian and understand veterinarian instructions in order to protect animal health.
4. Excellent interpersonal and customer service skills, and ability to communicate effectively (verbally and written).

The Township of Uxbridge has implemented a mandatory vaccine policy for all its employees. The Township will comply with its human rights obligations, make exceptions for applicable medical conditions, and accommodate employees legally entitled to accommodation.

If you are interested in joining our team, please forward your resume with cover letter to Hilary Williams, Manager, By-Law Services at hwilliams@uxbridge.ca. Resumes will be accepted until December 5th, 2022 at 5:00pm.

We thank all applicants and advise that only those to be interviewed will be contacted.

This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or the World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

We are an Equal Opportunity Employer in accordance with the Accessibility for Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.