

NEW HAMPSHIRE HUMANE SOCIETY



JOB TITLE: Humane Investigations Officer
DEPARTMENT: Humane Investigations
REPORTS TO: Executive Director
CLASSIFICATION: Part-Time (up to 20-25 hours weekly)

ABOUT NH HUMANE SOCIETY:

Under new leadership, New Hampshire Humane Society has embarked on a diversity, equity, and inclusion (DEI) initiative which includes a systemic evolution of how we do business as a leader in the animal welfare industry and in service to the community. The DEI plan includes a diversification of all aspects of the organization including staff, leadership, board members, volunteers, and communities served.

ABOUT THE ROLE:

New Hampshire Humane Society seeks to add a **Humane Investigations Officer** to add to our growing team of animal welfare and care professionals. With the aim of establishing a team of officers for this purpose, the initial person chosen for this role will serve to spearhead this effort and ensure alignment with the mission and vision of the New Hampshire Humane Society and its new programs and focus areas.

In tandem with the Executive Director, the **Humane Investigations Officer** is the primary point of contact for municipal partner police departments. Therefore, the Officers must have a thorough knowledge of the law. For that reason, only current Police Officer(s) or Retired Officer(s) will be considered for this important role as we develop the program.

KEY OR ESSENTIAL FUNCTIONS include but are not limited to:

- investigate situations of animal abuse and neglect
- enforce and serve as an expert on anti-neglect and anti-cruelty laws
- specifically target puppy/kitten mills & other illegal and/or unethical animal sales
- assist law enforcement as needed with investigations and removal of animals
- collaborate with municipal partner law enforcements agencies and agents
- liaise with the public to collect needed information during investigations
- communicate regularly and in a timely manner with the Executive Director and with Municipal Partners to ensue efficiency and alignment.

SECONDARY FUNCTIONS:

- investigate and combat animal fighting circles
- combat illegal transportation of under-aged or sick animals

- Promotes a positive, supportive, and cooperative work environment based on mutual respect and open communication
- Attends department and staff meetings as requested/necessary
- Ensures the investigations operate under a humane philosophy and that the public, municipal partners, and NHHS staff receive accurate information.
- Other duties as assigned

SUPERVISORY RESPONSIBILITY:

- May supervise volunteers as needed and/or other officers when hired
- Works with Department Leads and NHHS Team Members

REQUIRED KNOWLEDGE:

- Federal, state, and local laws, codes, ordinances, policies, and procedures
- Animal Laws

COMPLEXITY:

- A high degree of independent judgment required.
- The nature of the job will vary which results in diverse duties on a weekly and daily basis as routine can vary from day to day.
- Strong attention to detail and the ability to respond to unexpected needs is required.
- Must be able to maintain concentration on a task or series of tasks while dealing with frequent interruptions.
- Must be able to work well without direct supervision and always maintain professionalism.
- The ability to motivate, negotiate and mediate is important when handling a variety of personalities and emotions.

LICENSES/CERTIFICATES REQUIRED:

- Valid New Hampshire driver's license
- Current or Retired Police Officer

PAY AND REPORTING STRUCTURE:

This position will start as a half-time position (up to 20-25 hours per week based on need). Compensation is very competitive for the industry and for this role. Equivalent to \$25-35 per hour. National average for full-time is \$50,000 annually (24.03/ hr).

To apply, submit résumé and letter of interest to Charles Stanton, Executive Director by email charles@nhhumane.org