

Ottawa Humane Society

Job Description

Job Title: Veterinary Technician – Animal Care

Overall Purpose: Under the direction of the Supervisor: Kennel, the Veterinary Technician – Animal Care is responsible for the health and well-being of Ottawa Humane Society (OHS) and other animals.

In accordance with OHS's objectives, philosophies and policies and procedures, the Veterinary Technician - Animal Care is responsible for the following:

Professional Responsibilities

- Ensure the emotional and physical health of OHS animals
- Provide medical and general animal assessment services
- Monitor animal health and well-being
- Administer prescribed treatments and other medical and diagnostic interventions
- Provide education, information and support to OHS clients and other OHS staff
- Assist veterinarians for rounds and as required

Administrative Responsibilities

- Represent the OHS in a professional manner
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies and good animal care practices
- Track and ensure closure on all OHS animal files
- Participate in supervision, evaluation and training sessions
- Maintain OHS facilities and equipment
- Prepare accurate expense accounts and other forms
- Produce written reports and records
- Maintain computerized files
- Network with other service providers and professionals
- Attend staff meetings and other meetings as required
- Provide training and orientation to new staff as required
- Support volunteers
- Train and supervise student and work placements
- Be familiar and ensure compliance with all health and safety policies and procedures
- May be required to assist in the hiring of staff
- May be required to assume the responsibilities of Supervisor

Program Development

- Participate in appropriate OHS committees
- Contribute to ongoing evaluation of program objectives
- Participate in the identification and achievement of OHS objectives
- Maintain a comprehensive knowledge of social, environmental and cultural issues relating to animal health and welfare

- May be required to participate in public relations and promotional activities

Education and Experience:



- A Veterinary Technician diploma from a recognized college
- 1 to 2 years clinical experience external or internal to the OHS
- Supervisory and/or training experience
- Related work experience
- Demonstrated excellent customer service, crisis management and conflict resolution skills
- Demonstrated excellent teamwork abilities
- Demonstrated ability to relate well to people from a wide variety of backgrounds

Languages:

- Excellent verbal and written skills in English are required
- Bilingualism (English/French) is preferred

Essential duties and working conditions:

- Employees will be required to work evening, holiday and weekend shifts
- Employment is conditional upon the ability to provide services in a safe manner, including, but not limited to lifts and transfers of large animals
- Employees will be required to wear a uniform designated by the employer
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

Job Description:	Veterinary Technician - Shelter		
Issued date:	January 8, 2007	Approved:	
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