

Ottawa Humane Society

Job Description

Job Title: Assistant: Veterinary Technician

Overall Purpose: Under the direction of the Supervisor: Kennel or Veterinarian, Chief Veterinarian, the Assistant: Veterinary Technician is responsible for providing medical and other services for shelter and other animals.

In accordance with OHS objectives, philosophies and policies and procedures the Assistant: Veterinary Technician is responsible for the following:

1. Professional Responsibilities

- Provide medical and general animal assessment services
- Monitor animal health and well-being
- Provide prescribed treatments and other medical interventions
- Clean and maintain animal holding areas
- Assist and support clients as required
- Assist the veterinary technician and veterinarians as required

2. Administrative Responsibilities

- Represent the OHS in a professional manner
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies and good animal care practices
- 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
- Attend staff meetings and other meetings as required
- Provide training and orientation to new staff as required
- Support and supervise volunteers
- Be familiar and ensure compliance with all health and safety policies and procedures
- May be required to supervise student placements

3. Program Development

- Participate in appropriate OHS committees
- Contribute to ongoing evaluation of program objectives
- Represent OHS in a professional manner
- Participate in the identification and achievement of OHS objectives
- Maintain a comprehensive knowledge of social, environmental and cultural issues relating to animal welfare and rights
- May be required to participate in public relations and promotional activities

Education and Experience:



- A diploma or certificate in animal care, or
- 1 to 2 years relevant experience, or
- A combination thereof
- Demonstrated excellent customer service, crisis management and conflict resolution skills
- Ability to work in a fast paced and demanding environment and to work collaboratively in a team environment
- Demonstrated ability to relate well to people from a wide variety of backgrounds

Languages:

- Advanced 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 the ability to work around all species of animals safely
- Employment is conditional upon maintaining confidentiality of OHS information

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