

Ottawa Humane Society

Job Description

Job Title: Assistant: Veterinary Technician - Mobile Spay Neuter Services (MSNS)

Overall Purpose: Under the direction of the Manager: Community Programs and Veterinarian, the Assistant: Veterinary Technician, MSNS, is responsible for providing medical and other services for Ottawa Humane Society (OHS) and owned animals aboard the OHS Mobile Spay Neuter Clinic.

In accordance with OHS' objectives, philosophies and policies and procedures the Assistant: Veterinary Technician, MSNS 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 the veterinary technician and veterinarians as required
- Assist and support clients as required
- Drive spay neuter vehicle to and from program locations and elsewhere as required

2. Administrative Responsibilities

- Represent 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
- 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:

- Minimum 2 years' relevant experience, or a diploma/certificate in animal care and minimum 1 years' relevant experience
- 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 may be required to work evening, holiday and weekend shifts
- Employees will be required to work off-site across the City of Ottawa in tight work conditions
- Employees will be required to stand for long periods of time while performing work requiring concentration and manual dexterity
- Employment is conditional upon the ability to provide services in a safe manner, including, but not limited to, lifts and transfers of large animals and interaction with potentially aggressive 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
- Employment is conditional upon maintaining a valid Ontario driver's licence
- Employment is conditional upon successful completion of driver training for OHS MSNS vehicle and ability to drive vehicle in a safe manner

Job Description:	Assistant: Veterinary Technician MSNS		
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