



## Ottawa Humane Society Job Description

<b>Job Title:</b>	Registered Veterinary Technician: Clinic Services
<b>Reports to:</b>	Veterinarian

### JOB PURPOSE

The Registered Veterinary Technician: Clinic Services is responsible for the health and well-being of Ottawa Humane Society (OHS) and owned animals in the OHS Clinic and in the OHS Mobile Spay Neuter Clinic

### DUTIES AND RESPONSIBILITIES

- Ensure the emotional and physical health of OHS and owned animals
- Provide surgical support to the veterinarian, including but not limited to surgical preparation and recovery, and administering and monitoring anaesthesia
- Provide medical and general animal assessment services
- Administer prescribed treatments and other medical and diagnostic interventions
- Provide education, information and support to OHS clients and other OHS staff
- Assist the veterinarian as required
- Represent OHS in a professional manner
- Ensure accurate and timely recording of all veterinary records, including, but not limited to, controlled drug logs and surgical records
- 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 reports and forms
- Maintain computerized files
- Network with other service providers and professionals
- Attend staff meetings and other meetings as required
- Train and support student and work placements
- Provide training and orientation to new staff as required
- Train and support volunteers
- 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 a Supervisor
- 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
- May be required to participate in public relations and promotional activities

### QUALIFICATIONS

- A Veterinary Technician diploma from a recognized college
- Registration with the Ontario Association of Veterinary Technicians
- A minimum of one year's clinical experience
- Experience in dental examination and cleaning
- Supervisory and/or training experience a strong asset
- 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
- Advanced verbal and written skills in English are required
- Bilingualism (English/French) is preferred

### WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee may be required to work evening, holiday and weekend shifts
- Employee will be required to work off-site across the City of Ottawa in tight work conditions
- Employee 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
- Employee 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

<b>Approved by:</b>	
<b>Date approved:</b>	July 2022
<b>Last reviewed:</b>	