



## Ottawa Humane Society Job Description

<b>Job Title:</b>	Assistant: Veterinary Technician
<b>Reports to:</b>	Supervisor: Kennels

### JOB PURPOSE

The Assistant: Veterinary Technician is responsible for providing a range of services, including medical, for animals in the care of the Ottawa Humane Society.

### DUTIES AND RESPONSIBILITIES

- Monitor animal health and well-being
- Provide medical and general animal assessment services
- Provide prescribed treatments and other medical interventions
- Clean and maintain animal holding areas, facilities, and equipment
- Assist veterinary technicians and veterinarians as required
- Assist and support clients as required
- Support the activities of coworkers, volunteers, students and work placements and provide orientation and training as required
- Be thoroughly familiar with pertinent legislation, regulations, guidelines, OHS policies, procedures, collective agreement, and good animal care practices
- Produce and maintain accurate reports, records, and files
- Participate in supervision, evaluation, training and other meetings as required
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Represent the OHS in a professional manner
- Participate in public relations and promotional activities as required


### QUALIFICATIONS

- Assistant Veterinary Technician certificate, a minimum of one year relevant clinical experience, or a combination thereof
- Professional working proficiency in spoken and written English is required

### WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee 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 and interaction with potentially aggressive 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

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