



Clinic Manager

Posting Date	2023-05-12	Department	Operations
Estimated Start Date	2023-06-05	Annual Salary Range	\$67881 - \$74946
Closing Date	2023-05-18	Hours of Work	75hrs / pay period

JOB PURPOSE

The Clinic Manager is responsible for the effective and efficient performance of clinical programs at the Ottawa Humane Society

DUTIES AND RESPONSIBILITIES

- Develop, implement , manage , monitor , and evaluate all aspects of clinic, MSNS programs and mobile clinic operations
- Be aware and make use of community resources
- Develop and maintain excellent community partnerships with animal welfare organizations and OHS partners
- Develop, implement , evaluate , and ensure adherence to standard operating procedures within assigned functional areas
- Develop, manage , and ensure adherence to department and program budgets
- Manage and coordinate department resources
- Be thoroughly familiar with and ensure adherence to pertinent legislation, regulations, contracts, guidelines, OHS mission, policies, procedures and plans and collective agreement
- Maintain a comprehensive knowledge of best practices and trends in animal care and welfare
- Produce and maintain accurate reports and records, and files
- Manage the department administrative files and human resources documents and files
- Participate in supervision, evaluation, training, and other meetings as required
- Provide training, orientation and supervision for student, volunteer , and work placements as required
- Lead and manage department staff and volunteers including orientation, training, performance management, and daily supervision
- Hire, fire and discipline staff in consultation with the Director: Operations and Director: People & Culture
- Be familiar and ensure compliance with all health and safety policies and procedures
- Participate in the identification and evaluation of OHS program goals and objectives
- Participate in professional development opportunities
- Participate in public relations and promotional activities as required
- Provide advice and assistance to other managers, directors , CEO and OHS Board and committees as required
- May be required to assume some of the responsibilities of the Director: Operations

QUALIFICATIONS

- A Post -secondary diploma or degree , preferably in a related field
- Registered Veterinary Technician designation
- A minimum of three years' veterinary clinic management experience
- A minimum of three years' staff management experience
- Significant knowledge and experience with animal health and welfare
- Full professional proficiency in spoken and written English is required

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee will be required to work evening, holiday and weekend shifts
- Employee is required to work across all OHS fixed and mobile sites
- Employee is required to be available to respond to after-hours emergencies
- Employment is conditional upon maintaining confidentiality of OHS information
- Employment is conditional upon the ability to work around all species of animals safely

How to Apply: If you are interested in this opportunity and have the above qualifications, please forward your resume and cover letter to People & Culture department by email at careers@ottawahumane.ca by May 18, 2023.

Employees who have received formal discipline within the last 18 months will not be considered for this position. Notwithstanding this, such employees may submit an appeal in writing to the Manager, Human Resources along with their application within the application period. Please see the OHS Human Resources Policies and Procedures for further information.

The Ottawa Humane Society is an equal opportunity employer. The OHS offers accommodation for applicants with disabilities in its recruitment processes. If you are contacted by the OHS regarding a job opportunity, please advise prior to the interview if you require accommodation.