



Ottawa Humane Society Job Description

Job Title:	Veterinary Technician: Animal Care
Reports to:	Supervisor: Kennel

JOB PURPOSE

The Veterinary Technician: Animal Care is responsible for the health and well-being of Ottawa Humane Society (OHS) and other animals in the shelter, including providing medical assessments and interventions

DUTIES AND RESPONSIBILITIES


- Monitor and ensure the emotional and physical health of OHS animals
- Provide medical animal assessment services
- Administer prescribed treatments and other medical and diagnostic interventions
- Provide education, information and support to OHS clients
- Track and ensure closure on all OHS animal files
- Ensure accuracy of data entered into Chameleon
- Maintain a comprehensive knowledge of social, environmental and cultural issues relating to animal health and welfare
- 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
- May be required to assume some of the responsibilities of Supervisor: Kennel

QUALIFICATIONS

- Veterinary Technician diploma from a recognized college
- Registration with the Ontario Association of Veterinary Technicians preferred
- Professional working proficiency in spoken English and limited working proficiency in written English is required

WORKING CONDITIONS/PHYSICAL REQUIREMENTS

- Employee may 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
- Employee 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

Approved by:	
Date approved:	July 2022
Last reviewed:	