



## Ottawa Humane Society Job Description

<b>Job Title:</b>	Assistant: Veterinary Technician – Mobile Spay Neuter Services (MSNS)
<b>Reports to:</b>	Supervisor: Mobile Spay Neuter Services

### JOB PURPOSE

The Assistant: Veterinary Technician, MSNS, is primarily responsible for providing a range of services, including medical, for privately owned animals aboard the OHS Mobile Spay Neuter Clinic vehicle and in community clinics. They are also 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
- Drive spay neuter vehicle to and from program locations and elsewhere as required
- Monitor and stock appropriate supplies on board the OHS Mobile Spay Neuter Clinic vehicle
- 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 the Supervisor: MSNS


### QUALIFICATIONS

- Assistant Veterinary Technician certificate, a minimum of two years' relevant clinical experience, or a combination thereof

- Professional working proficiency in spoken English and limited working proficiency in written English is required

### **WORKING CONDITIONS/PHYSICAL REQUIREMENTS**

- Employee will be required to work evening, holiday and weekend shifts
- Employment is conditional upon successful completion and maintenance of Current Standard First Aid CPR-C and AED Certification
- 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 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 having and maintaining a valid driver's license
- Employment is conditional upon successful completion of driver training for OHS MSNS vehicle and ability to drive vehicle in a safe manner
- Employee may be required to work outdoors in inclement weather
- 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

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