

Calgary Humane Society is a dynamic, non-profit organization whose vision is to use innovative strategies to lead, inspire, and educate in the humane treatment of companion animals, fostering an enlightened community which consistently demonstrates respect and compassion for animals.

Our mission statement is to help as many animals as we can.

As an organization, CHS values compassion, teamwork, respect, integrity and commitment.

**Position Title:**

**ANIMAL HEALTH ASSISTANT - TEMPORARY FULL TIME  
\$14/HOUR**

**Tuesday/Wednesday/Thursday 11:00 a.m.–7:00 p.m. and Friday/Saturday 8:30 a.m.–5:00 p.m.  
36 Hours per week**

**- Term position until September 2017 -**

Reporting to the Department Head of Animal Health, the Animal Health Assistant is responsible for providing support to our team of Veterinarians and Animal Health Technologists. This position requires a compassionate individual who is highly skilled in animal handling, customer service, and comfortable working in a fast-paced and demanding environment.

**Responsibilities:**

- Move cats from holding area to Adoptions and set them up with necessary supplies.
- Clean, restock, and order supplies for various areas of the medical department.
- Administer medication to animals on treatment list.
- Assist Veterinarian or AHT with physical examinations of animals and restraint of animals for various procedures, including humane euthanasia.
- Provide post-surgical care to animals.
- Release animals after surgery to adopters and provide them with post-surgical instructions.
- Clean and autoclave surgical instruments, gowns, and drapes.
- Clean-up of prep room and surgery area, including cleaning floors, cages, and tables.
- Administrative duties including entry of surgery notes, preparation of spay/neuter certificates, and filing.
- Refer adopters to Veterinarian or AHT to answer medical questions.
- Ensure Mewtopia (communal cat housing area) is routinely filled with cats available for adoption.
- Communicate with other Veterinary clinics to obtain health information on animals in our care.
- Other duties as instructed.

**Position Requirements:**

- Minimum high school diploma.
- Previous professional experience working with animals required, prior experience working in a veterinary clinic preferred.
- Completion of Veterinary Office Assistant (VOA), Veterinary Medical Reception (VMR) or Veterinary Technical Assistant (VTA) a definite asset.
- Successful candidate will be required to provide a police information check at their own expense to be arranged by Calgary Humane Society.
- Genuine concern for the welfare of the animals.
- Ability to work as part of a team or independently as required.
- Experience with Microsoft Office Suite.
- Exceptional teamwork and customer service skills.

**Physical Requirements:**

- Must be physically capable of lifting/carrying/restraining a minimum of 50lbs.
- Constant walking, crouching, squatting, kneeling.
- Frequent lifting, carrying, and standing.
- Occasional pushing, pulling, sitting, rotating, and climbing.

(Occasional: 6-33% of shift, Frequent: 34-67% of shift, Constant: 67-100% of shift).

**CLOSING DATE: POSTING WILL REMAIN OPEN UNTIL SUITABLE CANDIDATE IS FOUND.**

Please apply in confidence referencing the position you are applying for to  
[careers@calgaryhumane.ca](mailto:careers@calgaryhumane.ca)

*We thank all applicants for their interest in working at The Calgary Humane Society; however only those selected for an interview will be contacted. No phone calls please.*