

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:

# REGISTERED VETERINARY TECHNICIAN (RVT) - FULL TIME

37.5 hours a week - Sunday to Thursday

### Position Description:

Reporting to the Senior Manager Animal Operations, Calgary Humane Society's (CHS) RVTs are responsible for providing support to our team of Veterinarians. We are seeking a compassionate individual who is highly skilled in animal handling, customer service, and comfortable working in a fast-paced and demanding environment. At CHS, we demonstrate a culture where staff, volunteers and foster parents feel supported, encouraged, valued, and safe to innovate, learn, and share suggestions, ideas and concerns. Therefore, it is a requirement that the successful candidate embodies our culture and values.

### Duties:

- Possesses a genuine concern for the well-being of all animals
- Work to promote organizational values in order to achieve the overall mission and vision of the organization
- Act as an ambassador for the society both internally and with external partners and stakeholders
- Work collaboratively with staff, volunteers, and members of the public in a positive and professional manner
- Provide leadership and training to Animal Health volunteers to ensure they have the necessary skills to be successful in their role and feel as though they are part of the team
- Promote teamwork and comradery by taking initiative to assist teams outside of designated department when help is needed
- Maintain a positive attitude, actively managing emotional situations in a respectful, compassionate, and professional manner, providing exemplary customer service to all patrons of CHS, and by completing all tasks to the highest standard
- Regularly participate in meetings with other staff sharing ideas and suggestions
- Keep abreast of the RVT field, animal welfare issues, techniques, procedures, and equipment
- Evaluate and make recommendations to the Animal Health team regarding drugs, supplies, necessary repairs, and equipment alternatives
- Surgical preparation and anesthetic monitoring of animals
- Complete all necessary paperwork and animal files in a precise and accurate manner
- Perform humane euthanasia (in rotation with other Animal Health staff)
- Perform physical exams, complete dental cleanings, lab work, and x-rays
- Written and verbal correspondence with all internal departments, Veterinary clinics, foster parents, volunteers, adopters, and potential adopters
- Other duties as assigned

### Requirements:

- RVT Diploma from accredited college
- Minimum one year experience working as an RVT in a clinic setting
- Comfortable working with, and physically capable of handling a variety of species including but not limited to: cats, dogs, rabbits, birds, and reptiles
- Flexibility to work overtime on short notice and outside of regularly scheduled hours
- Flexible and non-judgmental approach to people and work; balancing empathy with an understanding of their needs along with the needs of the organization
- A positive 'can-do' attitude
- Ability to remain calm while working under pressure with competing priorities
- Ability to assess situations and use good judgment
- Organized and interpersonal skills with the ability to manage a wide range of tasks while balancing demanding priorities and frequent disruptions.
- Excellent team player
- Strong interpersonal skills and the ability to deal with a diverse range of people
- Successful candidate will be required to provide a criminal check at their own expense to be arranged by CHS
- Ability to communicate professionally and effectively verbally and in writing
- Intermediate experience using Microsoft Office

### Physical Requirements:

- Must be physically capable of lifting/carrying/restraining up to 75lbs
- 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 A SUITABLE CANDIDATE IS FOUND**

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

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