

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, innovation, and commitment.

## **Position Title:**

# **REGISTERED VETERINARY TECHNICIAN (RVT) - FULL TIME**

- **37.5 hours a week**
- **Tuesday to Saturday**

## **Position Description:**

Reporting to the Senior RVT, Calgary Humane Society's 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.

## **Duties:**

- 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, foster parents, 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
- 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
- Keep abreast of the RVT field, animal welfare, techniques, procedures, and equipment
- Complete all necessary paperwork and animal files in a precise and accurate manner
- Perform humane euthanasia for untreatable health or behavioural concerns (in rotation with other Animal Health staff)
- Efficiently answer calls, pages, and emails from other departments, members of the public, foster parents, external vet clinics, and adopters.
- Perform high quality and high-volume surgical prep, assist with the movement of patients, and manage flow of procedures
- Pre-medicate, induce, and intubate patients, monitor anesthesia, troubleshoot when necessary, and respond to anesthetic emergencies
- Perform comprehensive oral health assessment and treatments, take diagnostic dental radiographs, and accurately chart dental disease
- Accurately perform routine diagnostics including radiographs, bloodwork, fecals, urinalysis, ultrasound, cytology, etc.
- Triage incoming animals and perform physical exams on a variety of species including but not limited to; dogs, cats, exotics, and small hobby farm animals

---

**Duties Continued:**

- Administer injections, medications, treatments, and supportive care as directed by CHS Veterinarians
- Enter exam notes and lab results efficiently and concisely, maintain up to date records, ensure rechecks and follow up are scheduled for all patients
- Fill, dispense, and explain prescription medications to foster parents and adopters
- Display thorough knowledge of contagious diseases and implement and follow strict quarantine and sanitation protocols
- Safely work with animals who may have significant behavioural concerns, including restraint and treatment
- Other duties as assigned

**Requirements:**

- **RVT Diploma from accredited college**
- CHS is a COVID-19 safe workplace. With limited exceptions, CHS requires all employment applicants provide proof of fully vaccinated status in accordance with current guidelines. CHS also complies with all in-force Alberta Health Services directives regarding COVID 19 safety.
- Possess a genuine concern for the well-being of all animals
- 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
- Experience operating anesthetic machines and monitoring equipment
- Flexibility to work overtime on short notice when required
- 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 react quickly and competently in emergency situations
- Ability to prioritize and manage a wide range of tasks while balancing demanding priorities and frequent disruptions
- Strong interpersonal skills and the ability to deal with a diverse range of people
- Ability to communicate professionally and effectively verbally and in writing
- Intermediate experience using Microsoft Office
- Successful candidate will be required to provide a police information check at their own expense to be arranged by CHS

**Physical Requirements:**

- Must be physically capable of lifting/carrying/restraining up to 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 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 or emails please.**