

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, innovation, integrity and commitment.

## Position Title:

# ANIMAL HEALTH ASSISTANT - FULL-TIME

**Tuesday to Saturday – 37.5 hours per week; includes day and evening shifts (8:30 a.m. – 5:00 p.m. and 10:30 a.m. – 7:00 p.m.)**

Reporting to the Clinic Lead, the Animal Health Assistant is responsible for providing support to our team of Veterinarians and Registered Veterinary Technologists (RVT's). This position requires a resilient, compassionate individual who is highly skilled in animal handling, customer service, and comfortable working in a fast-paced environment.

### Duties:

- Clean and restock supplies for various areas of the medical department
- Administer medication to animals on treatment list
- Assist Veterinarians and RVT's 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 foster parents and adopters to Veterinarian or RVT to answer medical questions
- Communicate with other Veterinary clinics to obtain health information for animals in CHS' care
- Other duties as assigned

### Position Requirements:

- Minimum high school diploma.
- Minimum one year of previous professional experience working with animals required, prior experience working in a veterinary clinic preferred
- Enrollment in, or completion of, Veterinary Office Assistant (VOA), Veterinary Medical Reception (VMR), Veterinary Technical Assistant (VTA), Animal Health Technology (AHT), or Veterinary studies 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
- Flexibility to work days, evenings, weekends, and statutory holidays
- 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
- 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.

### 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
- Physically capable of working with and handling a variety of species including but not limited to: cats, dogs, rabbits, birds, and reptiles

(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 submit your cover letter and resume, indicating the job title in the subject line, to [careers@calgaryhumane.ca](mailto:careers@calgaryhumane.ca)

***We thank all applicants for their interest however only those selected for an interview will be contacted. No phone calls or emails please.***