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Calgary Humane Society is a dynamic, non-profit organization whose purpose is to create a more humane world. As an organization, we act with **Compassion**. We work hard to build **Trust**. And we thrive through **Collaboration**. We take pride in fostering an open, inclusive, creative, and supportive environment.

If your beliefs and values align with ours, we welcome you to apply for any open positions we have on our team.

Calgary Humane Society is an equal opportunity organization. We welcome diversity and appreciate the value of the broad range of perspectives we see from different backgrounds and experiences.

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**Position Title:****Animal Health Assistant – Full Time****Sunday -Thursday 8:30AM - 5:00PM and 10:30AM – 7:00PM | 37.5 hours per week**

Reporting to the Manager of Animal Health, the Animal Health Assistant is responsible for providing support to our team of Veterinarians and Registered Veterinary Technicians. 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.

**Duties:**

- Administer daily medication to animals on the treatment list.
- Assist the Veterinarians and RVTs with physical examinations of animals and restraint of animals for various procedures, including humane euthanasia.
- Move cats from the holding or intake area to Adoptions and set them up with necessary supplies.
- Provide post-surgical care to animals.
- Clean and restock supplies for various areas of the medical department.
- Release animals after surgery to adopters or foster parents and provide them with post-surgical instructions.
- Release medications under the direction of the Veterinarians to foster parents and adopters.
- 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 a Veterinarian or RVT to answer medical questions.
- Communicate with other Veterinary clinics to obtain health information for animals in our care.
- Act as a liaison between foster parents and the Animal Health Department.
- Other duties as assigned.

**Position Requirements:**

- Minimum high school diploma.
- 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), 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.
- Possesses a genuine concern for the well-being of all animals.
- Champion CHS values of teamwork, respect, compassion, integrity, innovation and

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commitment in your everyday work and 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.
- Provide excellent customer service to colleagues, visitors, donors, adopters, volunteers, and patrons.
- Promote a culture of volunteer engagement by building and maintaining relationships with volunteers.
- Maintain a culture of positivity and openness through face to face communication, active listening, and collaboration.
- Demonstrated resiliency and ability to maintain professionalism in stressful, sometimes emotional, situations.
- Collaborative and team focused mindset.
- Promote teamwork and comradery by taking initiative to assist teams outside of designated department when help is needed.

**Physical Requirements:**

- Comfortable and physically capable of working with, and handling, a variety of species, including but not limited to cats, dogs, rabbits, reptiles, rodents, and birds
  - 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)

**Annual Salary: \$33,696.00****Perks & Benefits:**

- Full health and dental benefits for employees and their dependents
- Wellness Spending Account
- Vision coverage
- Paid vacation, sick time, and wellness days
- Matching RSP
- Personal and professional development opportunities
- Discounts on CHS products and services, including adoption fees
- Access to Employee and Family Assistance Program
- Access to reduced rate counseling services

**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 please.***