



Join the team!

Calgary Humane Society is a dynamic, non-profit organization whose mission is:
Protect Animals. Support People. Create a More Humane World.

As an organization, we value Compassion, Commitment, Courage, and Collaboration and 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.

Position Title:

Animal Health Assistant – Casual/On-Call

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 records for animals in our care.
- Assist in other areas of the shelter when required.
- 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.
- Must have the flexibility to pick up shifts on short notice, ability to work up to 37.5 hours per week for vacation coverage, and ability to work days, evenings, and statutory holidays as required.
- 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 Compassion, Commitment, Collaboration, and Courage in your everyday work and promote organizational values 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, foster parents, 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)



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Hourly Rate: \$17.28 + 6% vacation pay

Perks & Benefits:

- 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

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