

**COCHRANE & AREA HUMANE SOCIETY (CAHS)
Registered Veterinary Technologist**

Hiring Immediately

Position Description:

The Cochrane & Area Humane Society is a non-profit animal welfare organization and registered charity seeking an experienced and energetic individual to fill the position of Registered Veterinary Technologist (RVT). Reporting to the Executive Director & Shelter Veterinarian, the RVT performs duties to ensure quality care of all Cochrane & Area Humane Society animals. The RVT is expected to handle all animals with the utmost humane treatment, ensuring minimal stress. The RVT will assist the Shelter Veterinarian with certain aspects of animal care/treatment/procedures and perform other duties as assigned. The RVT must be adaptable within the fast-paced and ever-changing environment of a shelter hospital.

We offer a competitive salary range and, where applicable, a group benefits and employer matching RRSP plan.

The RVT position is a 40 hour work week Monday - Friday. Occasional weekend availability required. The position is open for either one full time employee or 2 part time employees.

Position Responsibilities:

- Monitor the health of all CAHS animals by a daily walk through and make referrals for veterinary treatment as required
- Complete health examinations of all animals admitted in a timely manner, assessing animals, and scheduling appointments with Shelter Veterinarian and external veterinary clinics as required
- Responsible for follow-up on veterinarian's instructions regarding care/treatment of shelter animals and responsible for ensuring that complete medical records are maintained for animals under veterinary care and/or medical treatment at the CAHS
- Administer care and treatment as required under the direction of the Shelter Veterinarian
- Maintain records in PetPoint and CAHS logs (i.e. euthanasia, drug usage, medicines, vaccines, controlled drugs, etc.)
- Maintain, organize, and follow procedures of the surgical and exam rooms
- Medication administration (oral, injectable, topical) and other treatments as necessary
- Surgical duties (including intubation, anesthetic induction, tattooing, monitoring and recovery)
- Diagnostics including radiography following related and appropriate safety procedures
- Ensure through consultation with the Shelter Veterinarian and Executive Director that animals requiring veterinary attention and treatment or other special care and/or tests are scheduled for such care and treatment in a timely fashion
- Monitor and order drugs (including controlled drugs), and supplies as required and approved by the Shelter Veterinarian & Operations Manager
- Perform full dental cleanings and oral charting
- Respond to emergency situations and administer triage care
- Prepare laboratory samples and evaluate in-house lab work (i.e. Snap tests, fecal's, CBC, biochemistries, urinalysis)
- Participate in decision-making regarding foster care and euthanasia as requested
- Assist with euthanasia when requested
- Complete animal intakes in PetPoint following CAHS procedures

- Ensure the security & procedures of the isolation and quarantine areas are followed
- Follow best practices of biosecurity and comply with all disease control/cleaning protocols to prevent and reduce introduction, exposure and transmission of disease
- Maintain veterinary equipment in good working order and report repair needs as necessary
- Assist with staff and volunteer education regarding animal care and treatment and disease prevention and control as requested
- Assist with orientation, first aid and other educational sessions for volunteers, PACE students and staff as assigned
- Keep in close contact with foster homes for updates and scheduling appointments for vaccines, de-worming, and surgery dates
- Adhere to Shelter Policy and Procedures
- Strive to keep abreast of animal welfare issues, techniques, procedures, and equipment
- Responsible for performing duties in a professional, proactive manner in order to achieve and maintain the high quality care of all CAHS animals
- Handle and restrain animals safely with minimal stress using positive reinforcement methods during physical examinations or medical procedures
- Remain familiar with and supportive of the CAHS Strategic Plan and Work Plan and the goals and mission of the Cochrane & Area Humane Society
- Complete all mandatory training
- Perform other duties as assigned by the Executive Director or Shelter Veterinarian.
- Ensure appropriate and timely communication is shared within and between departments on a daily basis
- Communicate animal related health and behavioral concerns and any occupational hazards to Management in a timely manner
- Conduct themselves in a professional and courteous manner at all times while working as an employee of the Cochrane & Area Humane Society

Qualifications and Skills:

- Valid Animal Health Technician certificate with the Alberta Veterinarian Medical Association (ABVMA)
- Active member of the Alberta Veterinary Technologist Association (ABVTA)
- Minimum 2 years working experience preferred; experience in shelter medicine an asset
- Interest in shelter medicine and a genuine love of animals
- Reliable, trustworthy, able to work well both in a team atmosphere as well as independently
- Physically capable of working in a fast-paced environment that includes lifting, bending and other repetitive movements
- Ability to recognize signs/symptoms of disease and to handle fractious and/or injured, animals with a minimum of personal risk
- Competent with catheterization, IV, SQ, and IM injection methods
- Ability to recognize various companion animal breeds and species
- Ability to prepare comprehensive reports as required
- Excellent written and verbal communication skills
- Strong interpersonal and organizational skills and demonstrated willingness to adhere to good standards of customer service, operational procedures, productivity and time management

- Ability to work closely with other staff, volunteers, foster homes and the public in a positive, practical manner
- Sound working knowledge of computers, Microsoft Office software, the Internet and other common software applications
- Experience with PetPoint database management an asset
- Valid Alberta Driver's License and a clean driving abstract

Evaluation:

The Executive Director will evaluate the performance of the RVT within the first year of employment at three months, six months and yearly thereafter.

Application Process:

If you would like the opportunity to be a part of a caring and compassionate team working for an important cause, please forward your *resume with cover letter and salary expectations* to:

Cochrane & Area Humane Society

Attention: Executive Director

62 Griffin Industrial Point

Cochrane, AB T4C 0A3

Or email resume to: executive.director@cochranehumane.ca

Please note: Only those candidates considered for the position will be contacted.

Updated October 2021