

Winnipeg Humane Society – Job Posting # 2021-9-8

Date: October 5, 2021
Position Title: **Registered Veterinary Technologist Supervisor, Clinic-TERM**
Department: Clinic
Reports to: Director of Veterinary Services/Clinic Operations Manager
Classification: Union
Rate: \$19.55-\$25.73
Hours: Mon 7:30am-3:30pm; Tues to Friday 8am-4pm (40 Hrs/week)
Term Starting Jan 4, 2022
12 months with the possibility of extending to 18 months
Shift days and times could vary
Start Date: ASAP

Closing Date for Internal Applicants: October 9, 2021

Position Summary:

The Registered Veterinary Technologist Supervisor is responsible for leaderships and mentoring in the clinic. The successful candidate will uphold the standards and protocols of the WHS and ensure the protocols and procedures are communicated and carried out by the clinic staff. The Supervisor will be responsible for directing the flow during surgery which will include coordinating the Veterinarians, Registered Veterinary Technologists (RVT), Surgical Assistants and Reception Assistants so the group is cohesive, productive, efficient and safe. The RVT Supervisor will be responsible for communicating regularly with the Clinic Manager and director of Veterinary Services to ensure concerns and solutions are raised promptly. The RVT supervisor must be Goal-oriented with a vision for the future of the WHS Clinic and the Society as a whole, that aligns with the core values of the Winnipeg Humane Society.

Duties and Responsibilities:

1. Supervise and coach RVTs and Clinic Assistant staff, participate in training of new staff, students and volunteers.
2. Practice protocols and policies as directed and ensure staff compliance with same; provide constructive corrections, coaching and feedback where necessary.
3. Monitor and report attendance problems to Manager, reassign staff in the event of absences
4. Address staff concerns and bring forward serious complaints to Manager.
5. Identify and address minor disciplinary issues, refer serious or reoccurring issues to Manager
6. Attend or assign a designated staff to attend relevant meetings and public education/ media publications. Ensure important information from all meeting is received by staff not in attendance.
7. Ensure equipment and supplies necessary for day-to-day work in the clinic are maintained, stocked and replaced when necessary. Communicating these needs with the Clinic Assistant- Surgical II/ Purchasing Clerk

8. Perform surgical duties including pre and post- surgical, expected of WHS RVTs
9. Provide assistance to the Veterinarians and RVTs with surgery, examinations, and treatments expected of WHS RVTs
10. Perform day to day activities expected of WHS RVTs including examinations, medical procedures or treatments as directed by the Veterinarians and euthanasia of indicated animals
11. Perform Lab duties and preform drugs and medication handling as expected of WHS RVTs
12. Perform statistic, clerical duties and record keeping expected of WHS RVTs
13. Other duties required for operation of the veterinary clinic as assigned
14. Complete yearly Continued Education as required by the MVTA to maintain membership

Standards of Performance:

1. Keeping the mission of The Winnipeg Humane Society in the forefront when performing job duties, as well as when representing The Winnipeg Humane Society both inside and outside the shelter environment.
2. Exemplary level of care is provided to each animal consistent with Humane Society policies and procedures.
3. Effective communication with fellow staff on an ongoing basis; a respectful workplace is maintained at all times.
4. Successful and thorough completion of assigned job duties within reasonable time limits.
5. Reliability and diligence in position.

Authority:

Authority to perform all assigned duties and responsibilities within established policies and procedures.

Accountability:

Directly accountable to the Director of Veterinary Services and the Clinic Operations Manager for the performance of all assigned duties and responsibilities.

Exemplifies Winnipeg Humane Society's Core Values:

- We are and always will be humane
- We sincerely respect each other
- We communicate proactively, and we listen
- We are humble, and we are always willing to accept better and new ideas
- We are committed to transparency and accountability

Participates in creating a thriving Culture of Philanthropy at Winnipeg Humane Society by:

- Being knowledgeable and supportive of WHS programs
- Sharing their passion for service to animals, people, and our community with our guests
- Serving as an inspiration to all guests by providing an exemplary level of animal care and guest service
- Being able to communicate a compelling case for support that demonstrates the impact of philanthropy on Winnipeg Humane Society

Interpersonal Relationships:

Has frequent contact with clinic staff, other WHS staff, volunteers, and public.

Abilities, Skills & Knowledge:

1. Excellent communication, time management, and observational skills.
2. Supervise a team of full-time and part-time staff in a unionized environment.
3. Knowledgeable about roles and protocol of the staff members at the WHS and the ability to demonstrate initiative to make duties and tasks more effective and efficient
4. Positive, pleasant attitude and good interpersonal skills are required; must work effectively with the staff and volunteers of the shelter as a whole
5. Demonstrated ability to work independently

Education, Training & Knowledge:

1. Graduate of a recognized Registered Veterinary Technologist program, experience in a Veterinary clinic or hospital is required
2. Registered with the Manitoba Veterinary Technologist Association (MVTA)
3. Minimum 5 years experience as RVT with confidence/ proficiency in skills, shelter medicine is a preference.
4. 2 years supervisory experience.
5. Scientific aptitude, problem solving skills, and attention to detail are essential
6. Accurate word processing and data entry skills, and basic computer skills
7. Responsible individual committed to the goals and objectives of the Society and prepared to carry out duties in a thorough, efficient manner
8. Experience and skills in restraining animals safely and effectively

Forward your resume and cover letter to:

**Attention: Vicky Farmer
careers@winnipeghumanesociety.ca**

Please quote the Job Posting Number in your email or cover letter subject line.

NO PHONE CALLS PLEASE

Thank you for your interest in this position however only those considered for an interview will be contacted.