



## WINNIPEG HUMANE SOCIETY

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### Winnipeg Humane Society – Job Posting # 2024-9-07

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<b>Date:</b>	April 26, 2024
<b>Position Title:</b>	Registered Veterinary Technologist (RVT)- Part time
<b>Department:</b>	Clinic
<b>Reports to:</b>	Director of Veterinary Services
<b>Classification:</b>	Union, Unit 10
<b>#Positions available:</b>	1
<b>Rate:</b>	\$20.41-\$27.39/hr
<b>Hours:</b>	10 hours/week; Saturday 8am-6pm <b>Times &amp; days of shifts could vary/change</b>
<b>Start Date:</b>	May 11, 2024

**Closing Date for Applicants: Open until filled**

#### **Position Summary:**

The Registered Veterinary Technologist is responsible for animal health-related duties in the shelter. The position requires independent thought, excellent judgment, and the ability to effectively apply relevant technical skills. The Technologist must also be able to communicate clearly and effectively with WHS staff and volunteers as well as the public and provide medical advice when necessary.

#### **Who we are:**

- One of the oldest registered Non-Profit charities in Manitoba funded primarily by donations and events.
- An innovative community service organization committed to protecting animals from suffering, and to promoting their welfare and dignity.
- A team of generous partners, donors, hardworking volunteers and committed staff united in the belief that every animal deserves dignity and love.
- One of the largest and more recognized animal shelter and welfare organizations in Canada.
- Always growing, changing, and adapting to meet the expectations of the community and the needs of Winnipeg's animal population.

**Duties and Responsibilities:**

1. Perform physical examinations of all animals in the shelter to assess for health and suitability for adoption
2. Perform pre-surgical preparation of animals both at time of induction and surgical scrub
3. Surgical and post surgical monitoring of patients
4. Provide assistance to the Veterinarians and RVTs with surgery, examinations, and treatments including restraint, radiographs, vaccinations, and tattoos, etc.
5. Perform medical procedures or treatments as directed by the Veterinarians
6. Proficient in the performance of required laboratory testing and analysis of the results
7. Calculating, dispensing, and administering prescribed drugs and medication as required
8. Perform euthanasia of indicated animals
9. Record relevant medical information in the computer system
10. Monitor inventory and communicate needs to Clinic Assistant II Surgery
11. Prepare and monitor surgical supplies and equipment
12. Perform maintenance procedures on clinic equipment and routine cleaning of the clinic
13. Schedule and reschedule surgical and medical appointments
14. Perform animal health-related statistics and clerical duties
15. Provide information and training to other staff on animal health-related issues
16. Provide consultation to the public regarding animal health-related issues.
17. Other duties required for the operation of the veterinary clinic as assigned
18. 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 for the performance of all assigned duties and responsibilities.

**Interpersonal Relationships:**

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

**Abilities, Skills & Knowledge:**

1. Excellent communication, time management, and observational skills
2. Positive, pleasant attitude and good interpersonal skills are required; must work effectively with the staff and volunteers of the shelter as a whole.
3. Demonstrated ability to work independently

**Education, Training & Knowledge:**

1. Graduate of a recognized Registered Veterinary Technologist program; previous experience in a Veterinary clinic or hospital is an asset
2. Registered with the Manitoba Veterinary Technologist Association (MVTA)
3. Scientific aptitude, problem-solving skills, and attention to detail are essential
4. Accurate word processing and data entry skills, and basic computer skills
5. Responsible individual committed to the goals and objectives of the Society and prepared to carry out duties in a thorough, efficient manner
6. Experience and skills in restraining animals safely and effectively

**Exemplifies Winnipeg Humane Society's Core Values:**

- We let empathy guide our commitment to animal welfare and approach to all individual beings, people, and animals alike.
- We value and accept each other.
- We are committed as an organization to lead with integrity and accountability.
- We are guided by innovation and remain open to change.
- We foster an inclusive, purposeful, and safe communication space.

**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

**How to Apply:**

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**

The WHS is committed to providing accessible employment and ensuring that our recruitment, assessment, and selection process is barrier-free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs.

The WHS values diversity and equality in its team. All qualified applicants will receive consideration for employment without regard to race, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age.

We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit <https://winnipeghumanesociety.ca/about-us/careers>