



**Regina
Humane
Society**

Kennel Technician

Salary: EDO and Full Benefits per Collective Bargaining Agreement
Type: Permanent Part Time
Reports To: Supervisor of Kennel Operations
Closing Date: Resumes are accepted on an on-going basis

Essential Duties and Job Purpose

Responsible for maintaining a safe and sanitary facility for animals and people and providing humane handling and care for all shelter animals which also includes euthanasia, cremations and adoptions. Assures all animals' nutrition, housing and basic medical needs are met on a daily basis. Assists the public when admitting and adopting animals and promotes responsible pet ownership in conversations with customers.

In accordance with RHS's objectives, philosophies and policies and procedures, the Kennel Technician is responsible for the following:

1. Animal Health Responsibilities

- Carry out assigned animal health services
- Ensure animal emotional and physical health of RHS animals
- Monitor animal health and well-being and complete appropriate forms as directed
- Administer prescribed treatments as directed
- Clean animals and facilities as per written or verbal directions

2. Administrative/Kennel Operations Responsibilities

- Represent the RHS in a professional manner
- Maintain RHS facilities and equipment
- Produce reports and records as required
- Assist as needed with cremations and all appropriate processing
- May be required at times to clean other areas of the shelter
- Provide training and orientation to new staff and volunteers as required
- Assist daily in the showing of animals for adoption purposes
- Assist the Lost and Found and Animal Protection Offices as needed

3. Program Development

- Assist the Education Department with programming as needed
- Participate in the evaluation of program objectives
- May be required to participate in public relations and promotional activities

4. Overall Shelter Vision and Operations

- Will support and promote the vision and strategic plan of RHS
- Ensure positive public relations and customer service practices
- Will work with coworkers to foster an enjoyable and team environment

Education and Experience:

- Ideally a veterinary technician diploma from a recognized college or hands-on experience with a vet clinic or animal shelter
- 1 to 2 years of experience working with animals
- Experience in working with a large number of animals
- Has well developed public interaction skills

Essential duties and working conditions:

- Employees required to work evening, holiday and weekend shifts
- Employment is conditional upon the ability to provide services in a safe manner, including, but not limited to lifts and transfers of large animals.
- Employees will be required to wear a uniform/special clothing designated by the employer

Skills and Qualities:

- Animal Husbandry Skills and Knowledge
- Self-directed
- Excellent customer service skills
- Excellent interpersonal skills
- Problem solving
- Organized
- Able to manage time and set priorities
- Team player
- Multitasking ability
- Must provide an acceptable Police Record Check
- Preference will be given to individuals with previous humane shelter experience

Apply in confidence to:

Steve Battistolo, CHRP
Director of Operations
Regina Humane Society
Box 3143. Regina, SK S4P 3G7
email: sbattistolo@reginahumane.ca

*We thank everyone for their interest, however,
only those candidates selected for an interview will be contacted*