



**Regina
Humane
Society**

Job Competition Assistant Veterinary Technician

Posted date: February 14, 2023

Closing date: When filled

Position: Assistant Veterinary Technician

Reports To: Director of Veterinary Care

Type: Permanent Full-Time

Essential Duties and Primary Job Purpose

The Assistant Veterinary Technician supports operation of the veterinary department by performing clinical duties, maintaining and cleaning equipment and facilities, assisting with record-keeping, assisting with inventory management, and directly providing animal care. They assist with surgeries, treatments, diagnostic procedures, and any other required animal care. They administer animal treatments as prescribed, and provide high quality nursing care for all animals under veterinary care. The Assistant Veterinary Technician assists the veterinarians, Practice Lead Veterinary Technician, Head Veterinary Technician, and Senior Veterinary Technician in any way required.

Representative Tasks and Major Responsibilities

In accordance with RHS's corporate values, objectives, philosophies, policies, and procedures, the responsibilities of the Assistant Veterinary Technician position include, but are not limited to, the following:

1. Clinic Operation Responsibilities

Although not limited to this, required tasks may include general housekeeping, kennel cleaning and daily animal care, clerical work, delivery of staff training, record-keeping, inventory management, equipment maintenance, cleaning and sterilization of facilities and equipment, and any items identified as appropriate tasks for veterinary technologists by the Registered Veterinary Technologists and Technicians of Canada, the Canadian Veterinary Medical Association, the Saskatchewan Veterinary Medical Association, the Saskatchewan Association of Veterinary Technologists, and/or the American Association of Veterinary State Boards.

- Assists the veterinarians and veterinary technicians in any way required.
- Administers animal care and treatment as required.
- Assists the veterinarians with surgery and other procedures. This includes but is not limited to:
 - Monitoring animals under veterinary care during and after anesthesia and sedation, with accurate documentation of all observations and prompt reporting of observations to the veterinarian.
 - Inducing and maintaining anesthesia as directed by the veterinarian.
 - Calculating anesthetic drug doses under veterinary supervision.
 - Assisting with medical and surgical procedures, including sterile procedures, as directed by the veterinarian.
 - Assisting with veterinary dental procedures, completing dental cleanings and oral radiography under veterinary supervision.
 - Lifting, transferring, holding, and positioning animals for any aspect of care, examination, treatment, or surgery.

- Ensures that all clinic areas are clean, safe, stocked, organized, and ready for use.
 - Cleans, stocks, and organizes all areas of the clinic.
 - Cleans, maintains, sterilizes, and otherwise prepares surgical instruments, gowns, hand towels, and any other surgical supplies.
 - Carries out housekeeping and laundry duties.
 - Cleans, disinfects, and sets up animal housing and clinical areas as required.
 - Assists in maintaining clinic inventory as directed.
 - Completes routine maintenance for clinic equipment as assigned. Completes basic troubleshooting for malfunctioning equipment as directed. Completes non-routine equipment maintenance and repair under the supervision of senior staff or appropriate consultants.
- Collects various biological samples from animals and completes routine laboratory procedures including but not limited to fecal flotations, complete blood counts, serum chemistry panels, in-clinic testing for specific diseases, and urinalysis.
- Prepares and dispenses prescriptions, including anesthetic and emergency medications, as directed by the veterinarian. Administers prescribed treatments as required.
- Ensures that all animals in the care of the veterinary department are correctly identified with appropriate and current documentation readily available in the animal's housing area.
- Adheres to work and animal care standards to provide a safe, professional, and friendly environment for animals, clients, visitors, staff, community rescue partners, and volunteers.

2. Administrative responsibilities

- Maintains records as required, including but not limited to pharmaceutical usage logs, surgery logs, equipment maintenance logs, and individual animal medical records.
- Assists the veterinarians with medical record entry.

3. Other responsibilities

- Performs all duties in a professional, proactive manner in order to ensure high quality care for all animals.
- Supports an organizational culture of teamwork, compassion, professionalism, and customer focus.
- Assists with orientation and training as required for any staff member assigned to work in the veterinary department.
- Complies with Occupational Health and Safety legislation. Completes Occupational Health and Safety inspection duties as required. Completes other tasks related to Occupational Health and Safety as assigned.
- Adheres to and reflects RHS organizational values at all times.
- Participates in public and televised events as required.
- Complies with SVMA practice standards and bylaws, as well as SAVT regulations, at all times.
- Completes other duties as assigned

Education, Training, and Competencies

To perform this job successfully, an individual must be able to perform each essential duty and task satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Education

- A veterinary technician diploma, animal health technology diploma, or equivalent from a college and educational program recognized by the Canadian Veterinary Medical Association.
- Must hold or be eligible to hold active or provisional membership with the Saskatchewan Association of Veterinary Technologists and Saskatchewan Veterinary Medical Association. Candidates are required to secure active membership with both organizations within 4 months of beginning employment.
- Must be up to date with continuing education.
- Students in their final term of a veterinary technology program at a recognized college may be considered, but must be eligible for active or provisional membership with the Saskatchewan Association of Veterinary Technologists and the Saskatchewan Veterinary Medical Association prior to beginning employment.

2. Experience

- Experience working in a veterinary clinic with an emphasis on companion animals is preferred.
- Experience working in an animal shelter is an asset. Experience working in an animal shelter-based veterinary clinic or in a high-quality/high-volume spay/neuter clinic is preferred.

3. Professional Skills

- General knowledge in animal health, particularly as relevant to the practice of veterinary technology
- Ability to locate and appropriately apply reliable and scientifically valid sources of information relevant to the job and the workplace
- Demonstrated proficiency in all basic competencies for veterinary technology graduates as identified by the Registered Veterinary Technologists and Technicians of Canada, the Canadian Veterinary Medical Association, the American Association of Veterinary State Boards, the Saskatchewan Association of Veterinary Technologists, the Saskatchewan Polytechnic Institute, and/or the Saskatchewan Veterinary Medical Association.

4. General Skills

- Dedication to animal welfare.
- Demonstrated ability to interact politely and professionally at all times with staff, clients, volunteers, and the public.
- Ability to maintain a healthy team atmosphere in the workplace.
- Ability to effectively resolve conflict in the workplace.

- Demonstrated ability to consistently work effectively with others.
- Ability to respond compassionately and professionally to emotional distress of staff members and others.
- Good communication skills including effective phone skills and the ability to communicate effectively and professionally in writing and orally. Must use appropriate terminology in all circumstances with correct grammar and spelling.
- Ability to comprehend and follow complex policies and procedures.
- Ability to be flexible, resourceful, and innovative to work effectively under pressure in a fast-paced, unpredictable environment. Ability to set priorities to ensure that all tasks are completed correctly and in a timely fashion.
- Record of consistently excellent work attendance and punctuality.
- Ability to safely lift and carry up to 23 kg frequently, and work in stooped, standing, sitting and reaching postures. Ability to remain standing and active for entire shifts.
- Ability to work independently with minimal guidance and as part of a team.
- Demonstrated ability to consistently deliver high quality, accurate work with excellent attention to detail in compliance with standard operating procedures and/or supervisor direction.
- Good judgment and reasoning ability.
- Must be able to represent the Regina Humane Society in a professional manner even in difficult situations.
- An acceptable criminal record check is a condition of employment.
- Adherence to the RHS Code of Conduct and Ethics, along with a signed declaration of agreement to do so, is a condition of employment.

Work Contacts

This position interacts and collaborates with all levels of the organization, including entry level staff members, peers in other departments, management team members, representatives from external agencies, the general public, children and volunteers. Contact and communication is carried out through face to face, telephone and electronic interactions. Communication must be clear, understandable, positive, professional and respectful in all circumstances.

Working Conditions

- Work is performed concurrently in office and animal shelter environments. Ability to stay standing or active during entire shift is required. Work performed requires lifting, bending, stooping, pushing and other strenuous activities. Must be able to safely lift and carry up to 23 kg. Manual dexterity required to operate equipment, provide animal care, and complete maintenance tasks.
- Exposure to potentially aggressive, unruly, severely injured, diseased, and/or parasite infested animals.

- Exposure to infectious fluids and materials
- Exposure to disinfectants and chemical cleaners
- Exposure to inhalant anesthetic agents and diagnostic x-rays
- Environment can be noisy, odorous and stressful, both physically and emotionally.
- Exposure to angry, emotional, overwhelmed, and potentially aggressive individuals
- Interaction with children, adolescents and adults from the general public is frequent and requires respectful, empathetic and professional behavior at all times.
- Frequent exposure to computer video terminal and computer peripherals.
- All staff may be requested to work early mornings, evenings, holidays, and weekend shifts for special events, programming or operational needs.
- Required to wear a uniform while on duty.

Please apply in writing to Dr. Katherine Ball, Director of Veterinary Care kball@reginahumane.ca by closing date.

Applications must include a current resume.