The Edmonton Humane Society (EHS) is a non-profit charitable organization for the prevention of cruelty to animals. The Animal Health Department is seeking applications for a Team Member, Animal Health & Client Relations to assist in the care of animals in the shelter. This individual will work with both the Animal Health team and the Animal Care & Client Relations team, providing care and support for customers and companion animals on a daily basis by assuming the following responsibilities:

**Duties:**
- Feed assigned animals in an accurate and timely manner
- Move animals within the shelter following disease management protocols
- Alert Registered Veterinary Technologists of any animal health problems
- Assist in surgery with wrapping packs, restraint, and autoclaving of surgical instruments
- Assist the Registered Veterinary Technologists in examining new animals to the shelter
- Educate adopters about animals care needs and answer customer questions and concerns
- General administrative duties; including data entry, payment processing, identification traces and communication with external agencies
- Daily feeding and cleaning of all shelter animals, including but not limited to: cats, dogs, small and exotic animals
- Adhere to OHS and EHS policies and procedures, including following disease management protocols and wearing Personal Protective Equipment as required
- Assist customers in the identification of successful adoption matches
- Collaborate with other departments on various internal and external shelter events
- Admit animals from external agencies as well as Animal Care and Control Transfers
- Admit owner surrenders (surrender, euthanasia, cremation) and collect animal behaviour history where applicable
- Communicate information effectively to partnering departments and stakeholders

**Job Requirements:**
- High School Diploma or equivalent
- Veterinary Medical Assistant Certificate would be considered an asset
- Experience with animals in the area of medical practices and procedures
- Advanced knowledge of companion animals
- Concern for the humane treatment of animals
- Excellent verbal and written skills
- Develop and maintain strong working relationships
- Ability to multi-task and manage changing priorities
- Ability to work independently and as part of a team
- Current tetanus vaccination recommended

**Conditions of Work:**
The nature of this work is subject to varying posts and assignments, weekend hours as well as shifts of up to 12 hours in length. Exposure to animals or odors emanating from animals, exposure to potentially violent, unruly and sick, diseased and parasitic infested animals and infectious fluids and materials; and exposure to irate and/or aggressive individuals. Applicants must be physically fit as it requires moderate lifting of 25-50 pounds and periodically handling/moving of objects in excess of 50 pounds.

**Wage/Hours:**
Wage: Based on experience, with health benefits available after 3 months of employment
Hours: Shifts will vary based on area needs, totaling 80 hours per biweekly pay period – must be flexible and able to work partial weekends, evenings, and occasional overtime

Please submit your resume and cover letter to hr@edmontonhumanesociety.com by 4:30PM on April 23, 2017.

*The Edmonton Humane Society appreciates and considers all resumes received but will only be contacting those applicants who have been selected for an interview.*