

Supervisor, Animal Health

Full-time

About Us

The Edmonton Humane Society (EHS) has been an animal welfare leader in the Edmonton community since 1907. We strive to be a model of excellence in the advancement of animal welfare and to lead the movement in creating a more humane world. EHS is a safe haven for thousands of homeless animals each year, providing veterinary treatment, behavioral rehabilitation, care, enrichment and rehoming. Beyond animal sheltering, we engage with the community through various programs and services to support happy, lifelong bonds between people and pets.

The Role

The Supervisor, Animal Health is responsible for the daily activities of the Animal Health Department, including RVT and VMA staff, and reports to the Director, Animal Health. The Supervisor also works as an RVT, responsible for medical related duties including but not limited to surgical duties, animal examinations/monitoring, radiography, lab work, etc.

Key Roles & Responsibilities

Administration

- Support Director for budgets, best practices, protocols
- Assist with facilitating external relations including specialty consults, hosting visitors/students
- Oversee Hospital inventory management and maintenance
- Coordinate and co-chair monthly medical staff meetings

Management of Staff and Development

- Scheduling RVTs and Team Leads
- Direct the daily activities of RVT staff (and volunteers when required). Supervise staff, effectively assigning duties to ensure all tasks is completed to established standards
- Timecard management
- Performance Management RVTs, and Team Leads
- Coordinate hiring/training/on-boarding of new and existing RVT's and VMA's including working interviews.
- Align department goals with organizational goals by developing and implementing new programs and policies
- Engage, encourage, and motivate team in establishing and building effective interpersonal relationships with other staff, volunteers and public.
- Provide leadership, training, and support to the Animal Health team
- Workers Compensation Benefit Case Management oversight for RVT's
- Support Special projects external to Medical (Summer Camps, EHS events)
- Act as business hours alternate to Director of Animal health to answer queries from Operations Leadership and Medical staff.

Medical Duties



Education & Requirements

- Registered Veterinary Technologist (R.V.T.) Diploma/Certification
- Two (2) or more years of experience in a supervisory/leadership role
- Proficient in MS Office Programs
- Experience in Shelter medicine would be considered an asset

Skills & Abilities

As the ideal candidate, you will have strong communication and interpersonal skills. You will have ability to work and lead a team in a fast paced environment and multi-task as needed. This position delegates to Team Leads within the Medical department.

You are dedicated to the humane treatment of all animals. You have a general knowledge of animals including dogs, cats, rodents, guinea pigs, rabbits, birds, livestock, fowl and reptiles.

Compensation & Hours

- **Compensation:** EHS offers a competitive not-for-profit compensation package which includes a comprehensive benefits package, and a strong work-life balance.
- **Hours:** 40 hours a week; however, is expected to work hours as required to fulfill department responsibilities. Some evenings and weekends may be required.

How to Apply

If you are looking for a rewarding career in an exciting fast paced environment, we invite you to forward your resume and salary expectations, in confidence, by email to hr@edmontonhumanesociety.com

The Edmonton Humane Society is an equal opportunity employer and we thank all applicants for submitting their resume. However, only those candidates considered for employment will be contacted.