

## Veterinary Medical Assistant

Casual

### 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 Medical Assistant cares for the animals in the shelter through performing daily rounds, maintaining cleanliness in all medical areas, assisting in surgery by restraining, doing laundry, cleaning instruments, etc., assisting with daily treatments, and assisting with incoming exams to ensure that a high level of care and humane treatment is provided to all animals.

### Key Roles & Responsibilities

#### Daily Duties

- Daily rounds walk-through, entering care requests as needed.
- Adhere to OHS and EHS policies and procedures, including following disease management protocols and wearing personal protective equipment (PPE) as required.
- Work with Animal Care and Client Relations and Behavior departments to ensure animal needs are met
- Create ACCC files and make a list of all clean kennel locations.
- Assist with incoming exams and movement of animals to their kennel.
- Assist with euthanasia procedure and clean-up of departures.
- Assist RVT with treatment list (performing weight checks and deworming's) and assist with the medication rounds.
- Change mop buckets/ heads, sweep and mop floors at the end of every day.
- Clean/tidy and restock all medical areas, following deep clean checklists.
- SMT flex and temp holding at the end of every day.

#### Surgery Assistance

- Wash surgery laundry and surgery towels.
- Wrap surgical packs, gowns, and scrub sets.
- Help with restraint during premed and induction, help move animals to and from surgery suites and kennels.
- Autoclave surgical instrument packs, gowns, and scrub sets.
- Maintain and clean all surgical areas/rooms and kennels.
- Kennel placement of surgery signs for the next day to ensure animals are fasted properly.
- Input data from surgery cards into the electronic file.

#### Other Duties as Assigned

- Move animals within the shelter following disease management protocols.
- Assist RVTs with foster appointments.
- Assist RVTs with filling prescriptions for animals being adopted.
- Ensure kennel cough dogs have been out for bathroom breaks, update the whiteboard in canine hospital.



## Education & Requirements

- High school diploma or equivalent
- Veterinary Medical Assistant Certificate is preferred
- Experience with animals in medical practices and procedures
- Experience working with computer software

## Skills & Abilities

As the ideal candidate, you have a passion for people, performance and diversity (and of course animal welfare). You have the ability to work alone or as a team and the ability to work well in stressful situations and adapt accordingly. You possess excellent communications & time management skills, strong work ethic and advanced knowledge of companion animals. You are able to multi-task and manage changing priorities.

## 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](mailto: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.*