



Veterinary Assistant (Full-Time Contract)

Are you an animal lover with a passion for making a difference? Do you thrive in a fast-paced environment where every day brings something new (and often furry)? Under the direction of the Medical Director, Veterinarian or their designate, our **Veterinary Assistant** plays a crucial role in supporting the amazing work of our veterinary team. You will assist Registered Veterinary Technicians (RVTs) and Veterinarians with animal care, help keep our clinic running smoothly, and ensure every animal in our care receives top-notch treatment. Plus, you will be surrounded by adorable animals!

This is a posting is for a full-time contract position for 12-months, November 2026 – November 2027. Schedule is Sunday to Thursday, 8:00am to 4:00pm.

What you will be doing:

Surgical

- Assisting with animal handling, including the collection and preparation of animals for surgery
- Supporting the admission process for client-owned animals, including intake and consent
- Preparing animals for surgery and emergencies
- Cleaning and preparing surgical instruments and medical supplies
- Maintaining accurate medical records for surgeries
- Assisting in returning animals to their kennels and coordinating with adoption/animal care staff
- Labeling animals for surgery the following day
- Providing general cleaning and care for animals housed within the clinic, including kennel cleaning
- Assisting with emergency cases as needed
- Ensuring the clinic maintains the highest standards of cleanliness and disinfection

Medical

- Administer AM and PM medication to in-Centre animals
- Daily rounds to assess all in-centre animals
- Wellness examinations of new intakes
- Administering booster vaccines to shelter animals, including foster appointments
- Prepare medication for foster pick up
- Weekly review of vaccines and parasite prevention to ensure completion
- Accompanying veterinarian on daily rounds of in-Centre animals
- Ensuring that animals are moved through the shelter stages appropriately: including moving off stray hold and clearing for adoption when appropriate

Qualifications & Skills Required:

- Post secondary education or working experience in animal care or veterinary assistant

- Excellent interpersonal skills to work effectively with staff, volunteers, and the public
- Ability to stand for extended periods and perform physical tasks as required
- Ability to work in a fast-paced environment and respond quickly in emergency situations
- Basic computer literacy (Microsoft Windows, Word) and familiarity with office equipment

The Perks:

- Hourly wage of \$18.50 - \$19.50
- Access to staff pet food program (discounted retail prices)
- An environment always filled with adorable animals

If this role is calling your name, we look forward to hearing from you! Please forward your resume and cover letter to hr@kwsphumane.ca.

The Humane Society warmly welcomes applications from people of all backgrounds and groups. We are committed to a culture of inclusivity and collaboration that celebrates diverse perspectives and voices.

The Humane Society is committed to an inclusive, barrier-free work environment. We will provide reasonable accommodation to applicants with disabilities upon request. Please let us know if you require support at any stage of the recruitment process by contacting our Human Resources team at hr@kwsphumane.ca.

We do not use artificial intelligence or automated decision-making to screen or select candidates for this position. All applications are reviewed by our recruitment team.

This opportunity is for a current vacancy.

We thank all candidates for their applications; however, only those selected for an interview will be contacted.