



feral cat colony management | kitten rescue | community outreach and education
16-1421 St. James St. | Winnipeg, MB R3H 0Y9 | 204 421-1919 | craigstcats.ca

Craig Street Cats is seeking a Veterinary Assistant or Veterinary Technician / Technologist to act as Cat Care Supervisor in our adoption centre.

Duties:

- Training, supervision and direction of volunteers and junior staff
- Prepare and administer prescribed medications
- Liase with our veterinarian to provide optimum care for cats in our charge
- Organize and manage regular spay / clinic days to ensure proper cat care and accurate record keeping
- Record keeping / data entry in shelter management software, maintenance of tattoo log, and other record keeping, as necessary
- Responsible for assuring proper cleaning & sanitation is performed by appropriate staff and volunteers
- Other duties as required in the day to day operations of our adoption centre

Reports to: Executive Director

Job Skills:

- Minimum 2 years of direct cat care experience in a high volume veterinary clinic or shelter, including cleaning, treating, record keeping, etc.
- Excellent communication, computer and organizational skills
- Good time management skills
- Ability to perform well under pressure
- Ability to prioritize
- Experience working with and/or supervising volunteers

Requirements:

- Understanding of the No Kill Equation and cat population management models.
- Manitoba Drivers License, and use of a reliable vehicle
- Commitment to ongoing professional development
- Clear criminal record check
- Employees are expected to work an average 37.5 hour work week, including days, evenings and weekends. Work weeks may be longer or shorter at various times of the year (eg: work days may be longer during "kitten season", or shorter during the winter). The salary package includes compensation for holidays and extended hours.

Salary dependent on qualifications and experience

Please note: this is not an entry level position. Appropriate education, training and experience are mandatory

Please send resume and references to:

Craig Street Cats
16-1421 St. James St.
Wpg, MB R3H 0Y9

Please, no phone calls or emails

All applications are appreciated, but only those applicants selected for an interview will be contacted.