



**AARCS**  
ALBERTA ANIMAL  
RESCUE CREW SOCIETY

**WANTED**

**Animal Health Supervisor**

**Calgary, AB**

**Full-Time: Monday - Friday**

On-site with work-from-home ability 1-2 days per week. Full benefits, including generous vacation, health care and pet care packages.

**THE POSITION:** Assisting the Clinic Manager, the Animal Health Supervisor plays an integral role in the day to day functioning of our veterinary clinic located within AARCS animal shelter in Calgary. The ideal candidate is an animal healthcare professional looking to expand their supervision and leadership skills. Duties include, assisting program staff with animal case management to ensure the efficient use of time, clearing animals for adoption and writing medical disclosures. The role assists veterinarians with case management, entering complex medical files as needed, appointment scheduling and specialist referrals, overseeing equipment repairs, maintenance and inspections. This role will assist with ordering and inventory management to ensure the best use of the organization's funds. This role will supervise TA's, students and volunteers providing opportunities for advancement and coaching in a supervisory role. In addition, the role will work collaboratively with outside clinics, emergency clinics and North Haven staff in Edmonton to arrange medical care for patients.

Our aim is to ensure AARCS animals are provided with the highest standard of humane medical care and treatment. Our medical department works closely to provide a holistic approach to shelter medicine, animal care and adoption. We are seeking a professional in animal health and welfare to join our team to assist with the management of our busy on-site veterinary hospital and the on-going care of our over 500 animals in care at any given time and 4,000+ patients yearly.

**ABOUT YOU:** With a genuine interest in animal welfare, a passion for leadership and ideally a background in animal medical care. You are comfortable and confident in the veterinary/animal welfare industry, are highly proficient in computers and typing, and work well in a team environment. Your organizational and time management skills are impeccable and you pride yourself on your innovative thinking and passion for collaboration. You look beyond the task for ways to improve processes to improve proficiency, to save resources or time, reduce costs, and provide exceptional care. Highly proficient in computers, and confident to work with all types of personalities you are looking to expand your skills. All members on the team are expected to assist in developing, advancing, and implementing shelter medicine protocols and may be called to assist in other duties as needed.

**POSITION REQUIREMENTS:**

1. Genuine interest in animal welfare and career advancement into a management role.
2. Having a background or currently licensed as an RVT is considered an asset.
3. Highly proficient in computers including Microsoft, email, PetPoint or equivalent database experience, excellent typing skills.
4. Excellent verbal and written communication skills.
5. Maintain the highest standard of accuracy in a fast-paced, high volume environment.
6. Diligent attention to detail, highly organized and strong time management skills are a must.
7. Ability to work in a team environment.
8. Highly developed cooperation, collaboration and problem-solving skills.

**BENEFITS:**

Generous Health, Dental and Life and Disability Benefits.

Professional Development.

Three weeks paid vacation.

Statutory holidays and flex time.

Discounted pet care, food and supplies.

CE allowances and license fees covered.

No evenings, weekends or shift work.

Free parking.

Salary Range: \$46,000-52,000 negotiable based on experience

**ABOUT US: ALBERTA ANIMAL RESCUE CREW SOCIETY** is a registered non-profit charity based in Calgary, Alberta with a second shelter in Edmonton, Alberta. At AARCS we are passionate about animals, but at the heart of our organization is people. Our mission is ***Changing Lives Through Kindness***. AARCS Safe Haven is a busy animal shelter with an onsite veterinary hospital for our animals and is the hub from which our Calgary staff and volunteers work. North Haven is a shelter and cat adoption center and is the hub for our Edmonton staff and volunteers. These facilities facilitate intake, assessment, care and adoption for thousands of animals every year. All shelter and foster home supplies are stored at and distributed from these facilities and we receive a variety of physical supply donations, big and small every day.

**Apply Now:** Qualified candidates should forward a cover letter and resume via email to Amy Corpe, Clinic Manager at [careers@aarcs.ca](mailto:careers@aarcs.ca) with **Animal Health Supervisor Application** in the subject line. This position will remain posted until a suitable candidate is found.

**Working conditions**

- Working in a busy animal shelter with a moderate to loud noise level. The position may involve exposure to dangerous and/or diseased animals.
- Ability to sit, stand or walk for long periods of time.

*This position description reflects the general duties of the position, but it is not intended to be a detailed description of all duties that may be inherent in the position.*