



Intake Team Lead Full-time

MEOW Foundation is a Calgary based no-kill registered charity and humane society that rescues abandoned cats, provides shelter, food and medical care and matches them to adopters and foster homes. MEOW provides subsidized spay and neuter services to Calgarians in need and a Trap Neuter Return (TNR) program for feral cats. We advocate for responsible, compassionate animal care through education and community outreach programs. Our combined programs assist over 2,500 cats each year. MEOW is a well-respected member of the animal rescue community in Calgary and works closely with Alberta based groups to provide a future for mistreated or abandoned companion animals.

The Position

MEOW is seeking an experienced animal services professional to lead the Intake department. This position is responsible for leading and participating in all cat care at MEOW Foundation including admissions, population management and all feline health protocols.

Reporting to the Executive Director, the successful individual will ensure the delivery of daily care to cats entering the MEOW Adoption Centre, as well as maintaining the physical environment, equipment and security required for optimal cat care.

The Intake Team Lead is responsible for the enforcement of standards and processes outlined by the guiding principles and doctrines in Guidelines for Standards of Care in Animal Shelters. Under the guidance of the Adoption Centre Veterinarian or partner veterinary clinics, this individual will supervise the application of all health protocols regarding vaccines, spay and neuter or other required surgeries, medications and proper nutrition.

This position liaises closely on a daily basis with the Adoption department, Trap Neuter Return (TNR) program and Spay Neuter Assistance Program (SNAP). Contact with the public, MEOW staff and volunteers, service providers as well as liaising and coordination with other animal services groups is important, and excellent interpersonal skills are required.

This position offers an opportunity for career growth depending on the successful individual's performance and results obtained. We offer a competitive salary commensurate with experience.

The work schedule is typically Monday through Friday, 8:00 am to 5:00 pm. Some evening and weekend work may be required from time-to-time. Physical requirements involve daily heavy lifting (15kg +), awkward positions for cleaning cages, standing, carrying cats, steep stairs and those present in normal office environment conditions. Up to date tetanus and rabies vaccines are required.



Qualifications

- Remain professionally current in animal health technology and maintain accreditation with professional associations
- Registered Veterinary Technologist (RVT) or Animal Health Technologist (AHT) is preferred
- Extensive knowledge of working with cats and kittens in a shelter or veterinary setting is required
- Familiar with Guidelines for Standards of Care in Animal Shelters and Capacity for Care
- Supervisory experience in a no-kill shelter environment is preferred
- Flexible approach to differing work styles; diplomatic approach to conflict resolution
- Excellent communication and problem solving skills
- Valid Alberta driver's license and use of own vehicle, with adequate insurance

We offer a competitive salary, commensurate with experience.

Qualified candidates should forward a cover letter speaking directly to the list of qualifications and requirements with an attached resume to careers@meowfoundation.com. Deadline for applications is August 31, 2019.

MEOW Foundation is an equal opportunity employer. We invite all suitable candidates to forward their application in confidence. Only those candidates with suitable qualifications will be contacted for an interview. Thank you in advance for your interest.