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## DATA ENTRY CLERK - MEDICAL RECORDS

- TITLE:** Data Entry Clerk - Medical Records
- REPORTS TO:** Senior Manager, Animal Care
- LOCATION:** 190 Hanlon Creek Blvd., Guelph ON
- TYPE:** Full-time Summer Contract (Approx. 40 hours/week); Monday to Friday; 8- week contract from June 29, 2026 until August 28, 2026.

### Join a Mission That Inspires Change

At the Guelph Humane Society (GHS), we believe every life deserves hope, care, and compassion. Each year, we help more than 3,000 animals and engage thousands of community members through education, outreach, and advocacy. Together, we are building a community where all animals are valued and supported.

We are seeking an enthusiastic and detail-oriented Data Entry Clerk - Medical Records to assist our animal care and veterinary care teams maintain accurate and timely health records for animals in GHS care.

### The Opportunity

The Data Entry Clerk plays an essential role in supporting the care and well-being of the animals who come through the Guelph Humane Society. Through accurate record-keeping, attentive communication, and collaboration with multiple teams, this position ensures that every animal's medical journey is clearly documented and that staff have the information they need to provide exceptional care.

Working under the guidance of the Senior Manager, Animal Care, the Data Entry Clerk will contribute to smooth medical workflows, organized veterinary procedures, and timely information-sharing across the organization. This role offers the opportunity to strengthen skills in data management, communication, organization, and cross-department collaboration within a fast-paced and reactive environment. The Data Entry Clerk works closely with the Animal Care team, RVT/Health Coordinator, Adoption Coordinators, and Intake/Foster teams, helping maintain a high standard of care for animals from intake to adoption.



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## What You'll Do

- Support high-quality animal care by accurately entering medical records, treatments, and observations into PetPoint (animal health record database) and other tracking systems in alignment with GHS protocols
- Review Daily Medical Evaluations (DMEs), ensuring that all information is complete, clearly recorded, and placed in the appropriate fields
- Assist in maintaining up-to-date health statuses, quarantine categories, behaviour notes, weight logs, medication lists, treatment plans, and diagnostic information
- Collaborate with the RVT/Health Coordinator to prepare medical charts for procedures such as vaccines, spay/neuter surgeries, dentals, diagnostics, and more
- Upload diagnostic documents, laboratory results, imaging reports, prescriptions, and veterinary communications in a timely and organized manner
- Support the development and maintenance of medication logs and treatment schedules
- Monitor incoming paperwork for inconsistencies or missing information and communicate with staff to ensure accuracy and clarity
- Assist with arranging internal and external veterinary appointments by preparing paperwork, gathering documentation, and ensuring records are complete prior to transport
- Work collaboratively with Animal Care Coordinators, Communications/Social teams, and Adoption teams to share updates on animal status, upcoming procedures, and required follow-up
- Ensure animals scheduled for procedures have complete and accurate records, including updated weights, vaccination information, and relevant treatment histories
- Maintain tracking sheets or digital logs for rechecks, diagnostic follow-ups, and continuing care
- Support the Health Coordinator by helping prepare daily task lists and workflow documents
- Assist with compiling clear and comprehensive documentation for foster caregivers
- regarding medical instructions and follow-up treatment plans
- Contribute to operational efficiency by generating reports, spreadsheets, and summaries as assigned by the Senior Manager, Animal Care or Health Coordinator
- Support lost-and-found processes through accurate and thorough data entry
- Assist the Adoption team by verifying the accuracy of profiles, medical summaries, vaccination records, and digital files prior to adoption
- Communicate professionally and promptly with internal teams and external veterinary partners



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- Maintain well-organized digital filing systems to ensure information is labelled, stored, and easily accessible for future auditing
- Foster a positive, compassionate, and collaborative environment by treating staff, volunteers, and the public with respect and kindness
- Perform additional administrative duties as assigned to support overall organizational success
- Perform other duties as required and assigned

## **Job Eligibility**

To be eligible for this position, you must have been a full-time student during the previous academic year and be intending to return to full-time studies in the next academic year at an accredited Canadian Academic Institution. You also must be a Canadian citizen, a permanent resident or a refugee under the *Immigration and Refugee Protection Act* and be eligible to work in Canada.

## **Our Ideal Candidate**

- Post-secondary education in a related field (animal care, administration, office systems, or equivalent experience) is an asset
- Experience working in an animal shelter, veterinary clinic, or similar environment is strongly preferred
- Strong attention to detail and demonstrated ability to maintain accurate, organized, and confidential records
- Comfort reviewing medical terminology, treatment plans, diagnostic results, and veterinary instructions (training provided)
- Excellent communication skills across all mediums, including email, digital platforms, and face-to-face interactions
- Ability to work independently with minimal supervision, prioritize tasks, and manage a fast-paced workload
- Experience with PetPoint or other shelter management software is an asset
- Strong computer literacy, including comfort with spreadsheets, databases, shared drives, and cloud-based systems
- Demonstrated problem-solving skills and ability to identify gaps or errors in data
- Passion for animal welfare and supporting high standards of care
- Valid Class "G" Ontario driver's license is an asset (not required)



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## Who We Are

Founded in 1893, the Guelph Humane Society is a registered charity that provides care and shelter for approximately 3,000 homeless, stray, injured and abused animals each year in Guelph and Wellington County.

The Guelph Humane Society's (GHS) Strategic Plan, Charting Our Future Direction (2024 - 2027), sets out GHS's commitment to creating a compassionate world where all animals are valued and respected and one that is deeply rooted in our values of compassion, leadership, integrity, transparency and collaboration. The opportunity to advance the welfare of animals through care, education, community engagement, and relationships has never been greater.

Animal welfare is at the heart of our mandate, and therefore at the centre of everything we do. You must have a strong commitment to animal welfare and be keen to learn more about how this philosophy fits into our work.

## What We Offer

- Full-time summer contract positions (approx. 40 hours/week).
- Working on location at Guelph Humane Society, located at 190 Hanlon Creek Blvd., Guelph.
- Employee assistance program.
- Opportunities for professional growth and development.
- Being part of an amazing, passionate, mission-driven team making a difference for animals and the community

**Hourly Wage: \$17.65**

## How to Apply

Please include a **resume and cover letter highlighting your interest and experience in animal health and records management** to Samantha Westphal at [careers@guelphhumane.ca](mailto:careers@guelphhumane.ca). Please indicate "Data Entry Clerk- Medical Records" in the subject line of your application.

**Applications will be reviewed on a rolling basis and collected until June 15, 2026.**



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*We welcome diversity, value differences, and foster inclusion in our employment practices. We invite applications from all qualified individuals who are philosophically aligned with our mission, vision, and values.*

*GHS welcomes and encourages applications from individuals with disabilities. Accommodation is available on request for candidates taking part in all aspects of the recruitment process.*

*We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.*