

Job Title: Registered Veterinary Technician



Reports To: Shelter Veterinarian

Schedule: varies (includes weekends)

FLSA Status: Non-Exempt

Type: Full Time

Summary:

The role of the RVT is to work closely with the shelter medicine team under the supervision of the Shelter Veterinarian to provide for the medical needs of HSC animals. Clear effective communication, aptitude and initiative to meet the demands of this critical position are required.

Essential Duties and Responsibilities Include:

Administrative

- Perform administrative tasks such as email, phone calls and assist with monthly statistics.
- Maintain excellent verbal and written skills, including clear and effective communication with others (staff, public, volunteers) that is professional, respectful, positive and educational.
- Demonstrate proficiency in use of Microsoft Office Applications by maintaining spreadsheets, word documents and communication through email.
- Schedule appointments and provide follow up.
- Enter and maintain data in Vestafy (shelter software).

Shelter Medicine Duties

- Responsible for processing animals at intake to HSC.
- Perform medical assessments and treatments on shelter animals. This includes performing physical exams, vaccinating, parasite checks, performing diagnostic tests, and medicating animals while under the supervision of the Shelter Veterinarian.
- Work and effectively communicate with all departments regarding animal information (health, temperament, surgery dates, etc.)
- Work closely with Shelter Vet in developing a training curriculum for shelter medicine items for other Animal Welfare departments.
- Provide counseling to fosters and adopters on medical concerns.
- Provide for the husbandry needs (cleaning, feeding, medicating etc.) of the animals in the treatment room.
- Make sure treatment room is neat, clean and stocked according to HSC policy and procedures
- Assist in maintaining inventory and invoices for Shelter Medicine team.

Volunteers

- Work closely with Shelter Vet in training volunteers to assist the shelter medicine department.
 - Directly oversee daily work assignments of volunteers to ensure completion of work as assigned.
 - Coach volunteers by providing regular, ongoing feedback and training.
 - Promote integration and utilization of volunteers; recruit and train volunteers to assist department.
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- Perform other related duties as required.

Qualifications/Expectations:

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals in our community
- Three years related experience and/or training with current certification required
- Working knowledge of MS Office
- Self-motivated, well organized, detail oriented, and able to effectively work independently and within a team framework
- Goal oriented, committed to excellence and results
- Strong interpersonal communication skills required, as well as a high level skill in written and verbal communication
- Must have a great sense of humor and enjoy working in a relaxed office environment
- Capable of balancing multiple priorities, with limited resources, in a fast-paced environment
- Must be comfortable interacting with dogs and cats
- Must have a valid driver’s license, reliable mode of transportation and good driving record
- Must be willing to work flexible hours, including evening and weekends as needed
- EOE

Work Environment:

- Exposure to high noise levels and odors
- Exposure to fumes or airborne particles and toxic or caustic chemicals

Physical Demands:

- Must be able to lift & move up to 50 lbs

I understand the job duties and responsibilities as described above and can perform all tasks as outlined.

Signature: _____

Printed Name: _____

Date: _____