

**Job Title:** Registered Veterinary Technician



**Reports To:** Director of Spay and Neuter Clinic Services    **Schedule:** Monday - Friday

**FLSA Status:** Non-Exempt    **Type:** Full Time

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**Summary:**

Responsible for preparation and recovery of animals admitted for surgery.

**Essential Duties and Responsibilities Include:**

- Responsible for intake of all animals scheduled for surgery including:
  - Ensuring all paperwork is properly completed by owners and all vaccines are current
  - Explaining any high-risk factors to owners and have them sign the appropriate release form
- Responsible for giving animals appropriate pre-surgery medication and placing in appropriate cage
- Shaves all animals prior to surgery and prepares surgery room and animals
- Monitors all animals recovering from surgery
- Cleans, sterilizes, and prepares surgical packs
- Maintains a clean and sanitary work area in all work spaces and holding areas according to policy
- Gives vaccines and microchips per owners instructions
- Performs special assignments and other duties as assigned when necessary

**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

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

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_