

Job Title: Animal Transport Driver/Veterinary Assistant



Reports To: Registered Veterinary Technicians

Schedule: Monday - Friday

*Additional weekend hours as needed

FLSA Status: Non-Exempt

Type: Full Time

Summary:

The Animal Transport Driver is responsible for the transportation of all surgical animals, maintaining positive relationships with the transport partner, and ensuring all transport paperwork is completed properly. Clinic Services Veterinary Assistant will float between spay/neuter Toomey clinic and spay/neuter deLisser clinic, assisting with preparation and recovery of animals admitted for surgery. Veterinary Assistants will also provide excellent patient care and customer service at the vaccination clinics.

Transport Essential Duties and Responsibilities Include:

- Carefully screen all animals to determine fitness for surgery
 - Any animals showing signs of illness will not be loaded on transport
- Carefully handle the animals during loading and unloading
- Ensure all animals are in crates and crates are closed
- Secure all crates in the back of transport vehicle
- Ensure all animals are on return delivery (check-off on transport list)
- Drive defensively with care and caution; observe speed limits and practice safe driving rules
- Provide excellent patient care & client care
- Provide in-person and telephone client services
- Represent the Humane Society of Charlotte in a professional and courteous manner at all times

Vehicle Care:

- Clean and sanitize the animal compartment of vehicle after every transport.
- Clean the exterior and driver compartment of vehicle on a regular basis.
- Responsible for tracking mileage and reporting any maintenance needs to the HSC Facilities & Safety Coordinator on a regular basis.
- Other duties as required.

Veterinary Care:

- Assist 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

- Prepares surgical suites prior to surgery. Maintains cleanliness and stock throughout the day.
- Assist Registered Veterinary Technicians (RVTs) by shaving and preparing animals for surgery
- Monitors all animals during, and 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
- Other duties as required

Qualifications/Expectations:

- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals in our community
- 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 utilizing proper lifting techniques
- Standing, kneeling, and crouching for extended periods
- Climb in & out of transport vehicle

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

Signature: _____

Printed Name: _____

Date: _____