

**Job Title:** Registered Veterinary Technician (RVT)



**Reports To:** Clinic Services Practice Manager

**Schedule:** Variable

**FLSA Status:** Non-Exempt

**Type:** Full Time

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**Summary:**

Registered Veterinary Technicians (RVT) lead the daily functions of assigned veterinary medical teams ensuring time is managed well, patient and client care is extraordinary, resources are used wisely, and staff is supported in their commitment to HSC's Mission and Vision.

**Essential Duties and Responsibilities Include:**

- Leads veterinary medical team in the preparation of animals admitted for surgery
- Motivates and energizes veterinary medical team to reach daily performance goals
- Oversees, mentors, and coaches staff performance and fills in where and when needed
- 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 coordinating applicable signatures and documents
- Responsible for giving animals pre-surgery medication and oversees all pre- and post-operative procedures
- Cleans, sterilizes, and prepares surgical packs
- Maintains a clean and sanitary work area in all workspaces and holding areas according to policy
- Help facilitate rooms during wellness appointments alongside Veterinary Assistants and Wellness DVM
- Confidently communicate pet needs and vaccine status when discussing with owners
- Oversee booster appointments independently
- Attention to detail when reviewing refill prescriptions, fecal results and pet records
- Vaccinates, microchips, and administers medication in-line with owner instructions
- Performs special assignments and other duties as assigned when necessary

**Qualifications/Expectations:**

- Enthusiasm for the mission of the Humane Society of Charlotte
  - Current NC State certification required.
  - Working knowledge of MS Office. Experience with clinic software programs a plus.
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- Self-motivated, organized, detail oriented, and able to effectively work independently and within a team framework
- Able to lead others in the attainment of shared goals.
- Flexible, creative, and resilient
- 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 reliable mode of transportation
- 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 of time

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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: \_\_\_\_\_