

Job Title: Clinic Services Registered Veterinary Technician (RVT)

Reports To: Clinic Services Practice Manager

Type: Full-Time

Schedule: Monday - Friday

FLSA Status: Non-Exempt

Summary:

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

Essential Duties and Responsibilities:

- Leads veterinary medical team in the preparation and recovery of animals admitted for surgery
- Vaccinates, microchips, and administers medication in-line with owner instructions
- 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 overseeing housing of surgical patients
- Oversees and coordinates all pre- and post-operative procedures
- Monitors animals recovering from surgery
- Cleans, sterilizes, and prepares surgical packs
- Maintains a clean and sanitary work area in all workspaces and holding areas according to policy
- Follows proper vaccine protocols in alliance with HSC and NC guidelines
- Oversees technician-driven appointments, ensure animals are healthy and in good standing for vaccines, blood draws, prevention needs and other testing
- Discussing any follow up care, surgery discharge information, test results or other communication needs to owners
- Performs special assignments and other duties as assigned when necessary

Volunteers

- Coach volunteers by providing regular, ongoing feedback and training.
- Promote integration and utilization of volunteers; recruit and train volunteers to assist department.
- Directly oversee daily work assignments of volunteers to ensure completion of work as assigned.

Qualifications/Expectations:

- **Required:** Current NC State RVT Certification or transferable licensure from another state with plans to license in NC within 60 days
- Enthusiasm for the mission of the Humane Society of Charlotte and helping animals and people in our community
- Working knowledge of Microsoft Office suite.
- Experience with clinic software programs a plus.

- Self-motivated, well organized, detail oriented, and able to effectively work independently and within a team framework
- Able to lead others in the attainment of shared goals
- Strong interpersonal communication skills required
- 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
- EOE

Work Environment:

- Exposure to high noise levels and odors
- Exposure to fumes or airborne particles and toxic or caustic chemicals
- Risk of exposure to zoonotic disease in shelter environment

Physical Demands:

- Must be able to lift & move up to 50 lbs. utilizing proper lifting techniques
- Standing, kneeling, and crouching for extended periods

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

Signature: _____

Printed Name: _____

Date: _____