

<b>Job Title:</b> Transport Assistant	<b>Department:</b> Spay/Neuter Alliance	<b>Salary/Pay Grade:</b>
<b>Location:</b>	<b>FLSA Exemption:</b> Non-exempt	<b>Supervisor:</b> Office Manager

**JOB SUMMARY**

Responsible for driving transport runs on schedule, supervising loading and unloading patients from transport vehicle, and ensuring proper paperwork is transported on both intake and return runs.

**WORKING RELATIONSHIPS**

Works closely with Office Manager and other staff.

**ESSENTIAL JOB FUNCTIONS**

1. Ensures complete and accurate records exist for all patients, including rabies certificates and go-home paperwork
2. Drives transport runs, ensuring arrival and departure times are on schedule
3. Supervises loading and unloading of patients from transport vehicles
4. Able to recognize non-surgical candidates and adhere the to the disease control protocols established by the Medical Director
5. Ensures patients are safely secured in transport vehicles
6. Ensures proper paperwork is transported on both intake and return runs
7. Able to handle sensitive financial information and/or transport cash when necessary
8. Able to relay basic medical information to transport partners and owners upon intake or release of patients
9. Responsible for cleaning and maintenance of transport vehicles on a regular schedule
10. Maintains the good reputation of the ASPCA in the community by communicating and acting in a reliable, friendly, and professional manner.
11. Other duties as assigned

**EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, ABILITIES**

1. Must have and maintain a valid NC driver’s license and clean driving record.
2. Client Education
  - a. Must be able to learn basic veterinary medical concepts including but not limited to vaccine protocols and anesthetic risks
  - b. Must also be able to communicate basic veterinary concepts to owners and be able to repeat information relayed by a veterinarian
  - c. Will be asked to communicate with the public on a daily basis in a professional manner

3. Physical Requirements

- a. Must be able to work standing or sitting for 8 or more hours
- b. Must be able to lift and carry up to 50 pounds repeatedly throughout the day with help
- c. Must be able to bend and kneel repeatedly
- d. Must be able to see fine detail in a variety of situations

4. Must speak fluent English

**PREFERRED**

Two or more years experience in a veterinary clinic, veterinary hospital, and/or animal shelter or control facility. Candidate should be a highly motivated, enthusiastic self-starter with a professional attitude.

**WORK ENVIRONMENT**

The offices and operations of a high-volume spay/neuter clinic can be high stress and very busy at times. This position is scheduled for five days per week, usually Monday through Friday; however, the schedule can change and may sometimes require weekend or evening hours to complete the job. Can include working some holidays or overtime depending on clinic needs. Candidate must be flexible with schedule changes and short notice requests.

Acknowledgements & Approval

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_