We are hiring a clinic staff person to work in our Wellness and Spay/Neuter Clinics each week. Basic information is included below. MUST be able to work Tuesday and Thursday every week along with alternating Friday or Saturday based on established clinic schedule. Rate is $15/hr.

The Clinic Staff Person interacts with clients, coordinates communication among medical staff, volunteers, and clients, and maintains accurate and up-to-date veterinary records for animals seen in both the Wellness and Spay/Neuter Clinics.

Education and Experience:
● High school graduate or educational equivalent.
● Experience in customer service, while not absolutely required, is preferred.

Requirements:
● Must be available to work Tuesday and Thursday every week.
● Must be available to work Fridays and Saturdays as assigned (2 Fridays per month and 2 Saturdays per month).
● Must have a valid Ohio driver's license and Ohio required personal auto insurance.
● Must be able to lift a minimum of 50 pounds.
● Must have the ability to stay active during an entire shift and tolerate moderate noise levels.

Skills/Knowledge:
● Able to quickly read and comprehend written instructions.
● Able to write and speak clearly using appropriate grammar for both staff/volunteers and clients.
● Willing to learn and able to understand various applications, including Point of Sale and Medical Data System.
● Able to communicate with the public in a positive and courteous manner. Must be able to work cooperatively with both clients and volunteers/staff.
● Demonstrate safe working habits for self, the animals, the volunteers/staff, and the public.
● Able to de-escalate difficult situations (including, but not limited to, challenging interactions with clients).
● Able to multitask.

Email resumes to wendy@lchspets.org