



Job Description

Job Title: Clinic Assistant
Based: The Irish Blue Cross, 15A Goldenbridge Industrial Estate, Inchicore, Dublin 8
Reports to: Clinic Administrative Co-Ordinator and Head of Veterinary Services

Job Summary

The Clinic Assistant will work closely with the Clinic Administrative Co-Ordinator to ensure the efficient running of the mobile clinic services and assist the main clinic with any tasks they need. The post holder is expected to be hard-working with a strong work ethic

Key Duties and Responsibilities

Mobile Clinic Duties

- Daily cleaning of the mobile clinics following infectious disease control protocols.
- Ensure the mobile vans are maintained to the highest safety and hygiene standards. Reporting any issues to the Clinic Administrative Coordinator.
- Monitor the mobile clinic inventory by performing a daily stock take and replenishing used items.
- Keep a digital record of mobile van stock take.
- Recording the financial intake from the mobile clinic, following cash handling protocols.
- Updating the appointment list for the evenings' clinics.
- Work with the clinic administration coordinator to ensure the vet and driver rota are accurate and up to date.
- Cover the mobile clinic phone on a shared basis.
- Assisting with data input onto computer software where need

General Clinic Duties

- Contribute to cleaning of communal areas
- Assist Inchicore clinic staff with daily cleaning duties including, laundry, floors, tidying, packing away deliveries etc.
- Adhere to IBC H&S protocols.

Essential Qualities and Competencies

- Competent computer skills and the willingness to learn.
- Good time management and the ability to prioritise workloads.
- Ability to work independently in a proactive manner.
- Strong initiative with excellent self-motivation.
- Keen attention to detail.
- Experience in working with Health and Safety protocols and cleaning materials.

Desirable Criteria

- Experience working with animals or in a veterinary setting.

Contract terms and conditions

The hours are 22.5 hours per week, typically 8 am – 1 pm. This includes a 30-minute unpaid lunch break. The role may have extra hours needed on evenings and weekends so a flexible working approach is essential.

Salary

€14.75 per hour

Note

This job description is not exhaustive of all duties and additional tasks may be required. This job description is intended to outline key duties and responsibilities for this position. It is not intended to be an exhaustive list of all duties, responsibilities, and activities required.