



HUMANE SOCIETY
of sonoma county

Santa Rosa & Healdsburg

ADOPT

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VOLUNTEER

Creating a safe haven for animals with your help since 1931

The **Humane Society of Sonoma County (HSSC)** has a longstanding tradition of giving hope to homeless animals and we're very excited to offer the position of **Client Services Representative in our Community Veterinary Clinic** located on our Santa Rosa campus. This position will give you the opportunity to work for an organization voted Best Nonprofit, Best Animal Adoption Center, and Best Charity Event (Wags, Whiskers & Wine) in Sonoma County by the North Bay Bohemian!

The HSSC team is passionate and dedicated to bringing people and companion animals together for a lifetime of love. Serving our community since 1931, the Humane Society of Sonoma County is a donor-supported safe-haven for animals. If you love animals and people...you will feel right at home in our pack!

The **Client Services Rep for the CVC is a full-time position** and is responsible for greeting clients, answering phones, working with triaging patients, scheduling appointments, communicating with DVMs, entering client, patient and financial data into the computer, generating invoices and explaining invoice information to clients. In addition, this position processes payments and manages the retrieval and storage of medical records.

Salary range for this position: \$17.00 - \$19.00 per hour, DOE.

Click here for a complete job description: [Client Service Representative CVC](#)

Please submit resume and cover letter with salary requirements to jobs@humanesocietysoco.org.

We are sorry that we are unable to take phone calls or inquiries in person at this time.

Please submit your information to the "jobs" email link above.

The Humane Society of Sonoma County is a 501(c) (3) nonprofit organization with a mission to ensure every animal receives protection, compassion, love and care. We are an Equal Opportunity Employer and offer a benefits package to employees working 20 or more hours a week, which includes health, dental, and vision insurance and a 403(b)-retirement plan, along with staff discounts on our services.