



**Butte Humane Society**

**ClinicIntern(*UNPAID*)**

**Position Description**

The Clinicintern will be working as part of the Clinic and reports directly to the Clinic Supervisor.

**Duties and Responsibilities:**

- Perform general office work (updating files, answering phones, making copies, etc).
- Work with the public to coordinate appointments, greet customers, and handle customer questions and correspondence.
- Communicate our clinics vaccine and surgery policy/guidelines/restrictions to our clients.
- Assist with animal related tasks (i.e. help handling, help with intake/vaccine procedures).
- Aid in the creation of surgical/re-check charts.
- Aiding with sterilization and sanitizing procedures.
- Maintenance of patient records.
- Give guidance to volunteers as needed.
- Adhere to all safety and health precautions as instructed.

**Capabilities:**

- Ease and Comfort around dogs and cats of all breeds, sizes and personalities.
- Maintain a professional appearance and demeanor during all interactions with staff and public.
- Highly organized, self-motivated, detail orientated
- Basic computer knowledge and courteous phone manners.
- Ability to work independently and in collaboration with others
- Excellent Customer Relations skills.

**Contact with Others:** Will have contact with the general public in person and over phone/email.

**Working Conditions:** Internship will be in an office and vet clinic environment.

**Additional Position Requirements:**

- **Training:** Will occur at the clinic with the direct supervisor.
- **Availability:** 10-15 hours per week (minimum) – Generally Monday – Friday between 8:00 am – 6:00 pm. Specific schedule will be discussed during interview.
- **Physical Demands:** Must be able to lift at least 50lbs.
- **Other:** Scrubs/closed toed shoes dress code is required. The purchase of a volunteer t-shirt (\$10.00) is required.

**Compensation:** This is an ***unpaid internship***. We are happy to assist in receiving academic credit or providing a letter of reference/recommendation upon successful completion of the internship.