



Butte Humane Society Clinic Pack & Prep Intern (UNPAID)

Position Description:

The Clinic intern will be working as part of the Clinic, and reports directly to the Clinic Manager.

Duties and Responsibilities:

- Clean, sanitize, and prep surgery tools
- Put together surgery packs for different surgeries
- Run the autoclave and ultrasonic cleaners
- Keep up with surgery laundry
- Assist with animal related tasks (i.e. help handling, help with intake/vaccine procedures).
- Clean, sanitize, and stock surgery areas
- 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 oriented
- 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, over phone, and through email.

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

Additional Position Requirements:

- **Training:** Will occur at the clinic with the direct supervisor.
- **Availability:** 10-25 hours per week (minimum) - Generally Tuesday-Friday between 8:00 am – 6:00 pm.
 - Specific schedule will be discussed during the interview.
- **Physical Demands:** Must be able to lift at least 50lbs.
- **Other:** Scrubs (not provided) and closed toed shoes dress code 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.