



Butte Humane Society

Clinic 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:

- 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, over phone, and through 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:** 10-25 hours per week
Generally Tuesday-Friday between 8:00 am – 6:00 pm.
 - Specific schedules will be discussed during the interview.
- **Physical Demands:** Must be able to lift at least 50lbs.
- **Other:** Scrubs/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.