



TREE HOUSE
HUMANE SOCIETY

JOB DESCRIPTION

JOB TITLE: Clinic Intern
EMPLOYER: Tree House Humane Society
DEPARTMENT: Clinic
REPORTS TO: Veterinary Programs Manager
SUPERVISES: N/A
CLASSIFICATION: Unpaid, Internship
EFFECTIVE DATE: 05/01/2023

SUMMARY: The Clinic Intern position supports the necessary medical care for and monitoring of resident cats at Tree House Humane Society, which specializes in sick and injured stray felines. This position also participates in care for client pets visiting the Veterinary Wellness Center, a high volume, high quality spay/neuter setting providing services to our community members. The duties of this role may vary slightly depending on an individual's professional experience in the field and, similarly, the responsibilities may progress as the intern gains familiarity and experience in clinic and shelter medicine tasks.

DUTIES AND RESPONSIBILITIES:

- Providing general operational support to spay/neuter clinic; up to and including: sterilizing surgical equipment, maintaining surgical/prep/clinic areas, and stocking supplies.
- Keeping animal housing and other work areas tidy and sanitized
- Data entry in shelter software (PetPoint) for adoptable cats
- Identifying and communicating animal health and/or behavioral observations.
- Capturing photo and video of our cats for use in adoption profiles and marketing
- Support medication administration for shelter cats
- Assist clinic assistants with restraint while handling cats during intake assessments; behavior and medical evaluations.
- Shadowing and assisting veterinary staff during surgical preparation & recovery
- Caring for animals recovering from surgery
- Performs all other duties as requested by management

FINANCIAL SUPPORT:

- Tree House will provide a \$300 Transportation Stipend to facilitate participation in this internship.

QUALIFICATIONS:

- High school diploma or equivalent is required.
- Related experience and/or training is welcomed, but not necessary.
- Computer skills required: Microsoft Office. Pet Point experience preferred.
- Other skills:
 - Experience or high level of comfort in a medical environment.
 - Experience handling and medicating felines is preferred.
 - Ability to work in a fast paced, dynamic environment.
 - Attention to detail a must

COMPETENCIES:

- **Attendance & Dependability** - Is consistently at work and on time. Follows instructions and responds to management direction. Provides consistent, timely, high-quality work. Follows through on commitments. Uses time efficiently. Takes responsibility for own actions.
- **Customer Service** - Treats customers (internal and external) with respect and courtesy. Shows interest in, anticipates, and responds timely to customer needs and concerns. Goes beyond basic service expectations to help customers. Responds appropriately to and resolves difficult and emotional situations. Seeks ways to improve service delivery.
- **Diversity** - Enthusiastically works with all employees, regardless of race, gender, culture, and age. Values contributions of people from diverse backgrounds. Demonstrates respect for opinions and ideas of others. Shows awareness of and sensitivity to cultural and individual values.
- **Ethics** - Respects and maintains confidentiality. Tells truth and is honest in all dealings. Avoids situations and actions considered inappropriate or which present a conflict of interest. Upholds organizational values. Does not misrepresent self or use position or authority for personal gain.
- **Teamwork** - Listens and responds constructively to others' views. Gives and welcomes feedback. Provides assistance to others when they need it. Shares expertise. Acknowledges others' effort and contribution. Puts success of team above own interests. Creates a positive work environment.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

- Frequently required to stand, walk, bend over, and stoop.
- Occasional exposure to wet and/or humid conditions (non-weather).
- Must occasionally lift and /or move up to 40 pounds.
- May be exposed to unpleasant odors, noises, and animal bodily fluids or feces.
- May be exposed to aggressive, ill and/or injured animals, as well as bites, scratches, and infectious (zoonotic) animal diseases.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties,

responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Tree House Humane Society is an equal opportunity employer and seeks to employ qualified individuals based on individual merit. Tree House Humane Society does not discriminate against any individual with respect to the terms and conditions of employment based on that individuals race, sex, age, religion, color, national origin, disability, genetic information, marital status, veteran status, sexual orientation, gender identity or expression, housing status, or any other non-merit factor protected under state, local or federal laws. Equal Employment Opportunity applies to all personnel actions such as recruiting, hiring, compensation, benefits, promotions, training, transfer, termination, and opportunities for training. Tree House Humane Society is committed to a fair and equitable workplace where everyone is a respected and valued member of the team.