

## Intern Position Description

### Animal Care-Vet Tech Department Intern

*Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.*

<b>Internship Location</b>	12526 County Road 3806, Murchison, TX 75778
<b>Position Grade</b>	<b>3</b> ; background check includes Criminal Background, Motor Vehicle Record, Social Security Address Report, and National Sex Offender Registry
<b>Focus of the Internship</b>	To assist the Cleveland Amory Black Beauty Ranch (CABBR) ranch hands in the daily operation of the sanctuary. The animal care internship primarily involves animal husbandry and medical responsibilities, but also incorporates administrative duties as well. Duties include but are not limited to assisting veterinarians, vet technicians, and animal care staff with medical procedures. The interns will perform various animal care duties alongside the staff while gaining valuable animal care experience and knowledge about The HSUS's philosophies.
<b>Learning Opportunities</b>	<ul style="list-style-type: none"> <li>• Learn the care and husbandry challenges of the animals in our care</li> <li>• Knowledge of CABBR and how the program area fits into the larger picture of animal protection</li> <li>• Exposure to the operations of an animal care center</li> <li>• Learn how to properly care for various species of animals</li> <li>• Knowledge of various animal species and animal protection issues</li> <li>• Develop a structured mentor/mentee relationship</li> <li>• Knowledge of animals' habitats</li> <li>• Gain valuable hands on animal care experience and knowledge of proper diet and enrichment</li> <li>• Opportunity to work with a wide variety of animals in a sanctuary setting</li> <li>• Learn medical care procedures and documentation for the assigned species</li> </ul>
<b>Orientation/Training</b>	Orientation includes the following: history and tour of CABBR, overview of programs, description of rules and protocols, paperwork to complete, and overview of basic safety procedures and daily shift routine. Interns will be given access to manuals and an intern handbook at the beginning of internship. Interns will receive department-specific materials and on-site training specific to the role by working alongside the departmental team lead and meeting with the intern supervisor on a regular basis; on-the-job training will continue in levels as the intern progresses to the next stage of responsibility.
<b>Intern Responsibilities</b>	<ul style="list-style-type: none"> <li>• Observe and monitor health and well-being of animals and maintain detailed observation records as directed; observe the animals for body composition changes, stool and urine observations, lethargy, feeding and eating responses, and stress levels; identify potential health issues and inform veterinary staff and management of conditions noted through observations, as necessary</li> <li>• Admits and assesses sick and injured animals and arranges for veterinary assessment/treatment</li> <li>• Provides medical treatments</li> </ul>

	<ul style="list-style-type: none"> <li>• Performance of laboratory and other diagnostic tests</li> <li>• Makes sure instruments, equipment and supplies are maintained, prepared for use and stocked</li> <li>• Ensures maintenance of logs for radiology, case dispositions, admissions, euthanasia, controlled substances, and other logs pertaining to veterinary or general care of animal patients.</li> <li>• Administer medical treatments following veterinary staff instructions for medical treatments and give treatments at appropriate times</li> <li>• Complete a research project in which interns study a topic of interest related to their learning and give a brief 5-10 minute presentation of results at the conclusion of the internship (i.e. Texas exotic pet ownership laws, equine vision, etc.); topic must be approved by supervisor</li> <li>• Complete educational quizzes and work with supervisor to develop internship goals</li> <li>• Complete general housekeeping tasks, use appropriate cleaning and disinfecting agents, sweep, mop, and wipe down counters of work areas, ensure proper removal of garbage and compost, launder towels and bedding as needed, empty and wash/sanitize dishes daily, keep food storage areas and work areas neat and tidy, and wash carriers or caging</li> <li>• Learn to identify animals as individuals</li> <li>• Keep track of animal treatments on forms, fill out medication records completely, keep track of observations on feeding sheets, and note appropriate behavioral and health concerns</li> <li>• Maintenance of equipment through regular cleaning of vehicles and equipment used in outside work</li> </ul>
<p><b>Level of Difficulty</b>  <b>1=easy/5=demanding</b>  <small>(physical, mental, emotional)</small></p>	<ul style="list-style-type: none"> <li>• Physical difficulty is level 4; must be able to bend, stand, pull wheelbarrows, lift &amp; carry heavy objects (50lbs), rake, walk for extended periods of time, stoop, have quick reflexes and the ability to work in all types of weather conditions; much of the work requires physical labor and intern must have high levels of physical strength and mobility. Intern must be able and willing to follow all safe animal handling protocols as explained to them during training</li> <li>• Mental difficulty is level 4; there will be a demanding work load which requires learning proper procedures and protocols</li> <li>• Emotional difficulty is level 3; interns may come into contact with injured animals, which can be emotionally distressing; requires emotionally mature individual with the ability to handle stressful situations</li> </ul>
<p><b>Expected Environmental Conditions</b></p>	<p>All of the work is performed outdoors in all weather conditions which can be unpredictable. Winter in East Texas is wet and chilly (temperatures reach the freezing point or below). Spring is wet and mild, and summer is hot and humid (temperatures are in the upper 90s to low 100s from approximately late June to mid-September, with high humidity). The area can be prone to flash flooding and has the possibility of ice storms in the winter.</p>
<p><b>Qualifications/Requirements for Intern Applicants</b></p>	<ul style="list-style-type: none"> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>• Must have strong interpersonal skills and the ability to maintain professionalism in attitude and appearance on the telephone and in person with staff and members of the public</li> <li>• Able to work closely with the CABBR staff and to think strategically in</li> </ul>

	<p>order to meet the program's needs</p> <ul style="list-style-type: none"> <li>• Attention to detail and a commitment to accuracy</li> <li>• Able to work well independently and use good judgment</li> <li>• Must have a basic working understanding of the vet tech department</li> <li>• Capable of working as a team, ability to learn, follow directions, and make appropriate suggestions</li> <li>• Must be organized and tidy, as interns are responsible for keeping housing and the surrounding grounds clean and trash-free</li> <li>• Possess a strong personal work ethic, demonstrate flexibility, and an eagerness take initiative on a variety of responsibilities</li> <li>• Must have ability to drive manual transmission vehicles</li> <li>• Able to learn and demonstrate a familiarity with CABBR's programs</li> <li>• Able to understand The HSUS' and CABBR's policies and positions regarding animal protection issues and able and willing to appropriately and accurately represent those policies when interacting with the public or otherwise representing The HSUS</li> <li>• Must have a thorough understanding of HSUS' mission and major campaigns</li> <li>• Volunteer experience or previous internship working with equine, farmed animals, or wildlife is preferred</li> <li>• Knowledge of animal husbandry and/or animal handling skills highly valued</li> </ul>
<b>Restrictions</b>	<ul style="list-style-type: none"> <li>• Must be at least 18 years of age</li> <li>• Must have reliable transportation and arrive on time for shifts</li> <li>• Must be able to show proof of negative tuberculosis (TB) test</li> <li>• Must have a driver's license and an excellent driving record</li> <li>• Must wear closed-toed, rubber-soled shoes</li> <li>• Must be able to learn and follow guidelines and policies of The HSUS and CABBR, and follow directions given by staff</li> <li>• Must submit the required paperwork and pass a background check before being assigned</li> <li>• Should have a phone for easy communication, access to a computer and ability to login into an online volunteer communication site to receive updates</li> <li>• Tetanus &amp; pre-exposure rabies vaccinations recommended but not required</li> </ul>
<b>Internship Start Date</b>	Ongoing; there are four intern sessions (Spring, Summer, Fall, and Winter)
<b>Internship Time Commitment</b>	Interns must commit to approximately 32 hours per week for 12 weeks; available year-round. If in an academic program that has different requirements we can accommodate.
<b>Internship Scheduling Guidelines</b>	Hours vary depending on time of year but hours should be between dawn and dusk from 6 am and 9 pm.
<b>Tools/Equipment Provided (including Personal Protective Equipment)</b>	All necessary supplies are provided on site.
<b>Optional Tools/Equipment</b>	A comfortable pair of waterproof boots and rain gear is advisable. For the winter months it is vital to have warm clothes, such as long-sleeved shirts, coats, warm socks, gloves and hats. Aside from clothing, a large water bottle to keep hydrated, sunscreen, insect repellent, and flashlight. Interns are

	encouraged to bring their own laptops.
<b>Supervisor(s)</b>	Veterinary Technician, Cleveland Amory Black Beauty Ranch
<b>Additional Mentor(s)</b>	
<b>Number of Concurrent Internship Openings</b>	1; if there are local applicants that don't require housing, CABBR can accept additional interns
<b>Additional Information</b>	Free onsite housing is available
<b>Updated</b>	11.5.2013