

### Animal Care: Veterinary Technician Intern

| <i>Nothing in this position description restricts management's right to assign or reassign duties and responsibilities to this position at any time.</i> |  |
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| <b>Internship Location</b>   | 12526 County Road 3806, Murchison, TX 75778  |
| <b>Position Grade</b>  | <b>3</b> ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry   |
| <b>Focus of the Internship</b>   | The intern will primarily learn about and perform various animal husbandry and medical duties alongside the staff while gaining valuable ranch experience and knowledge about Cleveland Amory Black Beauty Ranch (CABBR) and The Humane Society of the United States (HSUS).   |
| <b>Learning Opportunities</b>  | <ul style="list-style-type: none"> <li>• Learn how to properly care for various species of animals including knowledge of proper diet, operant conditioning, and enrichment</li> <li>• Learn the care and husbandry challenges of the animals in our care</li> <li>• Learn medical care procedures and documentation for the assigned species</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>• Knowledge of various animal protection issues</li> <li>• Knowledge of animals' habitats</li> <li>• Develop a structured mentor/mentee relationship</li> <li>• Strengthen networking and time management skills including how to prioritize assignments and multi-task</li> <li>• Research and present an educational presentation on a preselected topic of interest</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. Intern will be given access to manuals and an intern handbook at the beginning of internship. Intern 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. Intern will be granted additional responsibilities as they progress through on-the-job training.   |
| <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; note appropriate behavioral and health concerns; 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>• Admit and assess sick and injured animals and arrange for veterinary assessment/treatment</li> </ul>  |

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|   | <ul style="list-style-type: none"> <li>• Learn to identify animals as individuals</li> <li>• Perform laboratory and other diagnostic tests</li> <li>• Make sure instruments, equipment and supplies are maintained, prepared for use and stocked</li> <li>• Maintain 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 and give treatments at appropriate times; fill out medication records completely</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. pain management for a particular species, Colic, etc.); topic must be approved by supervisor</li> <li>• Complete educational quizzes and work with supervisor to develop and meet 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>• Maintain equipment through regular cleaning of vehicles and equipment used in outside work</li> <li>• During peak volunteer season (summer), intern likely works alongside volunteers and direct them on particular tasks</li> <li>• Drive the veterinary department's SUV to transport medical supplies and medications for the veterinary team either on or off property as needed</li> </ul> |
| <p><b>Level of Difficulty</b><br/> <b>1=easy/5=demanding</b><br/>         (physical, mental, emotional)</p> | <ul style="list-style-type: none"> <li>• Physical difficulty is level 4; must be able to stand, pull wheelbarrows, lift and carry heavy objects (50 lbs.), rake, stoop, bend, and walk for extended periods of time, 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</li> <li>• Mental difficulty is level 3; there will be a demanding work load which requires learning proper procedures and protocols</li> <li>• Emotional difficulty is level 4; intern will observe euthanasia procedures and surgeries</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>• Must be recently graduated from, enrolled in or pursuing veterinary technician or veterinary school</li> <li>• Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation</li> <li>• Strong interpersonal skills and able to maintain professionalism in attitude and appearance on the telephone and in person with staff and members of the public</li> </ul>   |

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|   | <ul style="list-style-type: none"> <li>• Able and willing to follow all safe animal handling protocols as explained during training</li> <li>• Able to work closely with the CABBR staff and to think strategically in order to meet the program's needs</li> <li>• Attentive to detail with a commitment to accuracy</li> <li>• Able to work well independently and as part of a team, and use good judgment</li> <li>• Able to learn, follow directions, and make appropriate suggestions</li> <li>• Possess a strong personal work ethic</li> <li>• Willing to take initiative on a variety of projects and change priorities</li> <li>• Must be organized and tidy, as interns are responsible for keeping the surrounding grounds clean and trash-free</li> <li>• Able to understand The HSUS' and CABBR's policies, mission, 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>• Volunteer experience or prior internship working with and/or handling equine, farmed animals, or wildlife is helpful</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 have current tetanus inoculation and provide proof of a negative tuberculosis (TB) test; pre-exposure rabies and Hepatitis A &amp; B vaccinations recommended</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> </ul>   |
| <b>Internship Start Date</b>  | Ongoing; there are four intern sessions (Spring, Summer, Fall, and Winter)   |
| <b>Internship Time Commitment</b>   | Intern must commit to approximately 42 hours per week for 12 weeks. 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 are usually between 8 am and 5 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 are recommended. Interns are encouraged to bring their own laptops.   |
| <b>Supervisor(s)</b>  | Veterinary Technician, Cleveland Amory Black Beauty Ranch  |
| <b>Additional Mentor(s)</b>   | Intern Coordinator, Cleveland Amory Black Beauty Ranch   |
| <b>Number of Concurrent Internship Openings</b>                           | 1; if there are local applicants that don't require housing, CABBR can accept additional interns   |

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| <b>Additional Information</b> | Free onsite housing is available |
| <b>Updated</b>                | 3.31.2017                        |