



Intern Position Description

ZIMS Archival 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>	
Internship Location	18740 Highland Valley Rd, Ramona, CA 92065
Position Grade	3 ; background check includes Criminal Background, Social Security Number Verification, Motor Vehicle Check and Sex Offender Registry
Focus of the Internship	Intern will gain experience using ZIMS, an online database used by zoologic facilities worldwide, by assisting with an ongoing project to update medical records for wildlife center patients. The intern will also complete an independent project that meets the requirements of the intern's academic institution (if applicable).
Learning Opportunities	<ul style="list-style-type: none"> • Learn how to interpret and transcribe medical notes • Gain experience using ZIMS, an online database used by zoologic facilities worldwide • Knowledge of The Fund for Animals Wildlife Center (FFAWC) and how the program area fits into the larger picture of animal protection • Exposure to the operations of a wildlife center • Knowledge of basic animal safety and husbandry, various animal species and habitats, and wildlife issues
Orientation/Training	<ul style="list-style-type: none"> • Orientation will be scheduled individually after receipt of the intern application and includes the following: history and tour of the FFAWC, description of rules, overview of programs and volunteer opportunities. Intern should attend the orientation wearing closed, rubber-soled shoes. • In-person orientations are <u>not</u> required and a phone or online interview can be scheduled instead. • Intern will be given a manual and will be trained on the particular aspects of their role. • Intern will have an opportunity to attend monthly webinars hosted by the ZIMS system and network with other facilities around the world that uses the program. Additional online training will be provided at no cost via CollaborNation. Once an intern finishes the required courses, they retain access to the full library of online courses.
Intern Responsibilities	<ul style="list-style-type: none"> • Perform medical record analysis • Update medical records for current and past FFAWC patients using ZIMS • Run comprehensive reports and convert them into charts and graphs • Identify and develop an independent project for data analysis which can help improve current or future patient care; present completed project in a written format and/or PowerPoint at a staff meeting at the end of the internship term • Attend weekly meetings with supervisor and mentor • Resident interns complete a weekly shift cleaning and tending to the intern residence

	<ul style="list-style-type: none"> • Remaining time will be the intern’s personal choice to get involved with the center’s daily operations that can range from direct animal care and habitat maintenance to public outreach • When possible and as needed, use own method of transportation to assist the center with off-site or remote tasks or projects
Level of Difficulty 1=easy/5=demanding (physical, mental, emotional)	<ul style="list-style-type: none"> • Physical difficulty is level 1; most of the work occurs in an office setting, however, intern may assist with other activities and animal care which may be level 4 in physical difficulty, requiring physical strength and mobility • Mental difficulty is level 3; requires learning procedures and protocols, following medical math and reading medical terminology; independent project work requires critical thinking skills • Emotional difficulty is level 3; intern may read reports that contain death notes and/or comments about abuse towards animals, and may come into contact with injured, orphaned or abandoned wildlife, which can be emotionally distressing
Expected Environmental Conditions	Most of the work is performed in an office environment. There is some opportunity to assist in outdoor activities and animal care if desired. Weather can include extreme heat.
Qualifications/Requirements for Intern Applicants	<ul style="list-style-type: none"> • Able to type on a computer for several hours a day • Attentive to detail and able to extrapolate comprehensive data from shorthand notes • Able to interpret handwriting, read medical terminology and follow medical math • Able to meet the requirements outlined in the Essential Capabilities document with or without reasonable accommodation • Able to learn and demonstrate a familiarity with FFAWC’s programs • Able to understand HSUS 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 • Knowledge of local wildlife and/or medical terminology helpful
Restrictions	<ul style="list-style-type: none"> • Must be at least 18 years old • Must have reliable transportation and arrive on time for shifts • Must wear closed, rubber-soled shoes. Intern shirt will be provided by the FFAWC and a dress code must be followed at all times. • Must learn and follow all guidelines and policies of The HSUS and The Fund for Animals, and follow directions given by staff • Candidates must submit the required paperwork and pass a background check before being assigned. At least two letters of recommendation must be submitted with the application form when applying for an internship. Copies of any academic requirements should also be submitted. International interns are solely responsible for obtaining any required visas. • Should have access to a computer and ability to login into an online volunteer communication site to receive updates • Current tetanus inoculation recommended
Internship Start Date	Flexible
Internship Time Commitment	12-36 hours per week for 6-12 weeks

Internship Scheduling Guidelines	Internships are available year-round. Interns can work any day of the week between the hours of 8 am and 5 pm.
Tools/Equipment Provided (including Personal Protective Equipment)	Standard office equipment including a computer and access to the Internet; any personal protective equipment will be provided
Optional Tools/Equipment	Interns may use their own laptops.
Supervisor(s)	Animal Care Manager, The Fund for Animals Wildlife Center
Additional Mentor(s)	Administrative Assistant, The Fund for Animals Wildlife Center
Number of Concurrent Internship Openings	1
Additional Information	<ul style="list-style-type: none"> • This is an unpaid position. On-site housing may be available for interns committing to at least 30 hours per week and will be discussed after receipt of the initial application; please note your interest in housing accommodations in your cover letter. Housing is co-ed, dorm style, and has a kitchenette, lounge and office equipped with internet. Bedding, towels, and food must be provided by the intern if staying on-site. Parking is available for interns with vehicles. The property and house are non-smoking and interns may not consume alcohol, regardless of age, while on the premises. Staff will provide interns with weekly trips into town for grocery shopping. Day trips to San Diego attractions may also be arranged. • Interns should note that most animal residents at the center are carnivores. This means there will be deceased animals fed as part of diets as well as live prey animals offered to rehab animals to test their ability to hunt live food as a condition of release. Interns are never required to work in these specific tasks, but should at a minimum be comfortable with the notion that we feed animals to other animals as a part of their diet. • Interns must comply with a strict protected-contact working environment, which means that interns may only make physical contact with domestic species or wildlife undergoing medical treatment.
Updated	9.12.2016