

# The Albany Damien Center, Inc.

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## **Internship Description**

**Title:** PAWS BSW Intern

**Overview:** This individual is responsible for assisting with the provision of high-quality services for the Pets Are Wonderful Support (PAWS) New York Capital Region program under the direction of the PAWS Coordinator.

**Status:** UNPAID intern, college credit available, 12 hours per week

**Reports to:** PAWS Coordinator

### **Qualifications:**

1. Currently enrolled BSW student at an accredited college or university in Junior or Senior year
2. Excellent customer service, organizational, and trauma-informed service provision skills
3. Proficient in MS Word/Excel, E-mail, MS Access data entry
4. Excellent written and verbal skills, including interviewing skills
5. Able to prioritize multiple tasks, manage time effectively, and work independently
6. Unrestricted driver's license and independent means of transportation.
7. Experience with electronic health record system a plus
8. Must love dogs! (and cats, and fish, and birds...)

### **Intern Duties and Responsibilities:**

1. Work with clients to ensure knowledge of overall program guidelines and issues related to health and safety concerning pet care
2. Fully engage in self-care to promote physical, emotional, and spiritual well-being
3. Fully support the Damien Center Pharmacy program to provide support to members in their achieving durable Viral Load Suppression. This includes providing documented referrals to reduce barriers to medical and supportive care necessary to achieve durable Viral Load Suppression
4. Attend monthly all-day staff training, usually on the first Friday of every month, as possible

5. Member 6-month reassessment completion
6. Data entry and filing
7. Assist with preparation and execution of quarterly Pet Wellness Clinics
8. Respond to member inquiries and research issues as needed
9. Support and participate in a culture of philanthropy by recognizing that fundraising efforts—including donor relations and organizational agency communication— include all staff and are essential to carry out the work and mission of the organization. Assist in securing member stories and participating in fundraising efforts as requested by supervisor.
10. Other duties as assigned
11. Abide by Article 27F and Albany Damien Center member privacy practices.

**To Apply:** Please send 1) cover letter 2) resume and 3) brief writing sample by e-mail to Diane Metz, PAWS Coordinator, at [DianeM@albanydamiencenter.org](mailto:DianeM@albanydamiencenter.org)