

Sonoma Humane Society

Volunteer Job Description



Sonoma Humane Society training methodology and philosophy is force-free and animal-friendly, utilizing primarily positive reinforcement. SHS does not condone the use of aversive training methods, defined as "any circumstance or event that causes pain, fear, or emotional discomfort."

Are you a data guru who looks at the world in a linear, process oriented and organized way?

The animals in our shelter hospital need you to help keep their medical records in order!

Position Title: MEDICAL DATA ENTRY CLERK	Supervisor: Shelter Medical Nursing Team
Location: Shelter Medicine Department Sonoma Humane Society shelter, Hwy 12, Santa Rosa	Time Commitment: 4-6 hours per week. Tuesday & Friday, 2-3 hours per day between Noon and 5PM.
Position Description: The Sonoma Humane Society's Shelter Medical team is in need of data entry support for patient records. The Medical Data Entry Clerk works in our shelter data management system, entering vaccination records, surgery reports, scanning and linking medical files and patient lab work.	
Responsibilities: <ul style="list-style-type: none">• Enter vaccination records for animals in shelter hospital.• Process surgery reports in patient records.• Scan documents and link them electronically to patient files.• Work with shelter medical nursing staff to keep patient records up-to-date.	
Requirements: <ul style="list-style-type: none">• Must have experience with data entry in a records management system (database).• Prior experience in medical field would be wonderful, but not required.• Excellent attention to detail a must! Accuracy in patient records is imperative.• Requires a minimum of 4-6 hours per week onsite at 5345 Hwy 12 West in Santa Rosa.• Should be willing to commit to a minimum 6-month term.	
Benefits: You will be part of our Shelter Medical team - working on the front lines to help animals regain their health and, eventually, a loving new home.	
Feedback/Evaluation Feedback is always encouraged, and evaluation of work will be on an as-needed basis.	
To sign-up: Contact Nina Caputo at ncaputo@sonomahumane.org or 707-546-0746 x262 Apply online to volunteer at this link and you will receive an invitation to the next orientation: http://sonomahumane.org/volunteer-application	