



TIMMY
GLOBAL HEALTH

Timmy Global Health – Dispensary Intern

Spring 2019

Timmy Global Health | 22 E 22nd Street, Indianapolis, IN 46202 | Tel: 317.920.1822 | Fax: 317.920.1821 | www.timmyglobalhealth.org

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| Title | Dispensary Intern |
| Dates | January 21st - May (end date negotiable), approx 25 hours/week |
| Employee Status | Unpaid Intern |
| Reports to | Dispensary Project Manager |

Internship Objective:

The Timmy Global Health Program Internship is an unpaid volunteer experience intended to supplement a student's educational experience with skills relative to non profit development, coordination, and management, as well as global health. This opportunity also promotes valuable experience in organizational leadership, while vitally contributing to Timmy Global Health's mission.

Timmy Global Health Overview

Founded in 1997 by Dr. Chuck Dietzen, Timmy Global Health is a 501(c)3 nonprofit organization based out of Indianapolis, Indiana that channels resources to sustainable health projects in developing countries. Partnering with established non-governmental organizations (NGOs) in Ecuador, Guatemala, Dominican Republic, and Nigeria, Timmy Global Health sends a group of volunteers every two to three months to provide primary care clinics in underserved areas. Additionally, Timmy Global Health sends monetary support for our partner organizations to grow their outreach to community members with the greatest needs. Utilizing the charisma of college and high school students, Timmy Global Health has developed its volunteer base at more than 40 universities around the United States and seven high schools in the Indianapolis area.

Internship Description

The purpose of this position is to document dispensary practices and procedures, conduct a costing exercise, support introduction of a meds check-in / check-out process for headquarters and MSTs, assist with development of an inventory system, assist with packing of medicines or other standard dispensary tasks.

Specific tasks are as follows:

- Shadowing and recording dispensary processes.

- Developing and implementing inventory system for check-in and check-out of all medicines and supplies at Timmy HQ (per audit recommendations).
- Drafting protocol and tools for medicine check-in process at MST site (per audit recommendations).
- Costing / expense tracking for medicines & supplies.

Projects are subject to change based on need.

Internship Duration and Hourly Commitment:

The duration of the internship is dependent on the student’s availability, but ideally 2-3 months for 20-40 hours per week. Changes to the timeframe and hours of work are flexible according to the student’s schedule and program requirements.

Job Requirements and Skills

Required

The ideal candidate has demonstrated that they are the following:

- o Detail-oriented and highly organized
- o Able to juggle multiple simultaneous projects
- o Entrepreneurial and a self-starter
- o Strong work ethic
- o Passionate about Timmy and our work
- o Confident working both independently and with a team
- o Familiarity with Microsoft Office and Google Suite
- o Have a sense of humor and a flexible personality
- o Strong communications skills, both written and verbal
- o Responsible and positive
- o Have a high level of maturity to work in a constantly changing and challenging environment

Preferred

- o Timmy Global Health Chapter member (high school or college)
- o Familiarity with pharmaceuticals or medicine inventory
- o Familiarity with Red Book: Pharmacy’s Fundamental Reference

Because the intern will play a supportive role in the Timmy Global Health office, much of their work will be done independently. It is important that the intern be able to work on their own without a great deal of assistance from staff.

How to Apply

Please submit a current resume with a cover letter via email to jobs@timmyglobalhealth.org. Applicants will be reviewed on a rolling basis, so applying early is encouraged. Please write “Dispensary Intern Spring 2019” in the subject of your email. Finalists ONLY will be contacted for an in person or telephone interview. Please direct any questions to Timmy Global Health Dispensary Program Manager, Dan Napier (dan@timmyglobalhealth.org).