



**TIMMY**  
GLOBAL HEALTH

## **Timmy Global Health – Dispensary Intern**

### **Summer 2020**

Timmy Global Health | 22 E 22<sup>nd</sup> Street, Indianapolis, IN 46202 | Tel: 317.920.1822 | Fax: 317.920.1821 | [www.timmyglobalhealth.org](http://www.timmyglobalhealth.org)

<b>Title</b>	Dispensary Intern
<b>Dates</b>	May 25, 2020 (end date negotiable), approx 25 hours/week
<b>Employee Status</b>	Unpaid Intern
<b>Reports to</b>	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**

Timmy Global Health is an Indianapolis-based nonprofit that seeks to expand access to health care while empowering students and volunteers to tackle today's most pressing global health challenges. In collaboration with our international and US partners, we facilitate medical service trips and channel financial, medical, and human resources to community-based projects in the countries where we serve.

TGH has distinct elements that define its principles of engagement and set it apart in the field of short-term medical service work abroad: ensuring continuity of care; long-term relationships with the communities it serves; an unwavering commitment to high-quality clinical care; respect for patients, partners, and government policies in the countries where it works; and emphasis on cultural humility and learning among its volunteers. TGH is currently evolving certain aspects of its programming to ensure that its work contributes to long-term, sustainable improvements in health care and health equity; using a model of recurring medical service trips and global health education as anchors.

At Timmy, we believe that all people have a basic human right to access quality healthcare and that everyone, regardless of age or career path, plays a role in fighting for health equity. In the words of Timmy's founder, Dr. Chuck Dietzen, "Not all of us were born to be doctors and nurses, but we were all born to be healers."

### **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](mailto:jobs@timmyglobalhealth.org). Applicants will be reviewed on a rolling basis, so applying early is encouraged. Please write “Dispensary Intern **Summer 2020**” in the subject of your email. Finalists ONLY will be contacted for an in person or telephone interview.