



Avian Haven

Seasonal Rehabilitation Assistant

Avian Haven is a nonprofit organization specializing in the rehabilitation of sick, injured, or orphaned wild birds. The organization was founded in 1999 with a facility located in Freedom, Maine. Wild birds, including endangered and threatened species, are accepted from areas throughout Maine, as authorized by state and federal rehabilitation permits. Avian Haven receives patients from dedicated volunteers, members of the public, veterinarian referrals, Maine wildlife biologists and game wardens, and other rehabilitators.

POSITION INFORMATION:

Job Title: Seasonal Rehabilitation Assistant

Reports to: Rehabilitation Manager in Training, as well as Clinic Manager

Compensation: Starting wage is \$15 per hour (non-exempt)

Hours: Seasonal, part-time, up to 30 hours per week, potentially until November 1

Anticipated start date: Immediately

POSITION SUMMARY:

The Seasonal Rehabilitation Assistant is responsible for the continued care of sick, injured, and orphaned birds. The Assistant works under the supervision of the Rehabilitation Manager in Training, as well as the Clinic Manager, to monitor, assess, and report medical needs for rehabilitating patients.

This position works in cooperation with rehabilitation and clinic staff, interns, and volunteers, to provide quality care for avian patients, and to further the mission of rehabilitating Maine's wild birds. The Seasonal Rehabilitation Assistant must have excellent communication and collaborative skills with volunteers, interns, coworkers, and the public.

PRIMARY RESPONSIBILITIES:

- Ensure that animal husbandry needs are met for all patients including appropriate food and dietary supplements, water, weighing, providing naturalistic enrichment, and species-specific enclosure setups, upgrades, and transfers.
 - Help determine, assess, and update feeding plans daily.
 - Inventory and maintain food supplies. Communicate with the Rehabilitation Manager in Training when supplies or other items need to be restocked.
- Ensure that all areas are clean and disinfected as necessary to maintain a safe and sanitary environment throughout the clinic and facility.
 - Cleaning includes but is not limited to cages, outdoor enclosures, pools, floors, laundry, dishes.
- Observe and document patient behavior and report any medical issues to clinic staff.
- Maintain and update patient rehabilitation records accurately and in a timely manner, using RaptorMed.
- Follow safety protocols and handle patients in ways that maximize human and patient safety.
- Assist new volunteers, interns, and staff as needed.
- Work with team members to assist with projects and workflow.
- Assist with clinical care:
 - Provide restraint for exams and radiographs.

- Administer prescribed medications as directed.
- Perform fecal exams and mouth swabs for parasites.
- Under the supervision of Clinic Manager, assist with specialized procedures.

GENERAL RESPONSIBILITIES:

- Attend and participate in staff meetings as requested.
- Maintain professional and timely email correspondence from an assigned Avian Haven email account.
- Identify, report, and/or resolve maintenance issues in a timely manner.
- Participate in continuing education to maintain and update working knowledge of avian rehabilitation through literature review, workshops, courses, conferences, and networking/consulting.
- Work cooperatively as an effective team member with staff, volunteers, and interns to ensure the highest standards of animal husbandry, safety, sanitation, and communication both within Avian Haven and throughout the community.
- Perform other duties, as assigned, to ensure a positive public image, enhance the operations of the organization, and improve the quality of life for birds in the organization's care.
- Follow all Avian Haven social media policies.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Volunteer/work experience in wildlife rehabilitation and/or work experience in a veterinary practice.
- Basic knowledge of wildlife rehabilitation standards, including identification, species-specific diet and habitat needs, diagnostics, and restraint.
- Commitment to following wildlife rehabilitation standards for quality of life, including acceptance of the use of euthanasia.
- Excellent time management skills.
- Strong verbal communication skills.
- Ability to work independently and collaboratively as part of the team.
- Punctual, detail-oriented, professional, and dependable nature.
- Ability to foster teamwork, approach problems in a solutions-oriented manner, and help create a positive work environment.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in animal science, animal husbandry, zoology, fisheries and wildlife science, or related field.
- Two or more years of experience in wildlife rehabilitation, preferably with avian species native to Maine.
- Training and/or certification from the IWRC, NWRA, or a similar organization.
- Knowledge of Maine's native flora and fauna.
- Familiarity or experience working in wildlife education.

Application Instructions: To apply, please submit as a PDF attachment a letter of interest (aka: a cover letter), a resume, and references to: admin@avianhaven.org. Deadline for application is May 15, 2024. Applications submitted after May 15 will be reviewed on a rolling basis until the office determines applications will no longer be accepted.