



Position Description:

Entry Level Wildlife Specialist

Status:

Full-time/ Hourly

Reports to:

Medical Clinic and Operations Director

POSITION PURPOSE

Under the supervision of the Clinic Coordinator and Medical Clinic and Operations Director, the Wildlife Specialist is responsible for assisting with providing medical care and rehabilitation to injured, orphaned and ill wildlife. The Wildlife Specialist is part of the Medical Clinic Team and participates in activities that support the management of year-round Wildlife Care Interns and Wildlife Rehabilitation Apprentices as needed and working toward strategic goals. As a member of the professional staff team, the Wildlife Specialist serves Center for Wildlife's mission to sustain local wildlife and participates in outreach and donor service as required.

I. ESSENTIAL POSITION RESPONSIBILITIES

Priority Weight Assigned

A. Medical Clinic/Rehabilitation

90%

1. Patient Care

Assists in oversight of daily clinic operations in conjunction with other Medical Clinic staff, specifically:

- a. Supervises, directs, and trains Wildlife Rehabilitation Apprentices, volunteers, and interns in the supportive and medical care of wild animal patients in the clinic
- b. Accepts animal admissions, and performs initial exams and triage care for new patients
- c. Performs daily care for intensive care, quarantined, or potentially dangerous patients who cannot be handled by volunteers or interns
- d. Assists members of the public with wildlife issues on the phone and in person at the admissions desk

2. Patient Assessment and Oversight

Assists Senior Wildlife Specialists with:

- a. Monitoring intensive care patients and collaborating to provide follow-up care, release, euthanasia, transfers or placements as cases progress
- b. Continually re-evaluate current patients to collaborate on changes to treatment plan
- c. Communicate with veterinarian and other wildlife rehabilitators to make appropriate treatment plans for specific cases
- d. Provide appropriate husbandry, nutrition, and enrichment to promote healing

3. Medical Care and Diagnostics

- a. Performs medical procedures as needed, including:
 - 1) Routine blood work and fecal analyses
 - 2) Treating/monitoring patients under anesthesia
 - 3) Initial Exams and triage
 - 4) Wound care, basic fracture stabilization
- b. Works with veterinarian and clinic team to improve veterinary skills, and stay current with the latest advances in wildlife/conservation medicine
- c. Ensures medical care is provided according to CFW protocols and processes
- d. Studies techniques, protocols, and cases at other wildlife rehabilitation and veterinary facilities to share with clinic team

4. Mentorship:

Serves as support to WRA, Intern and Clinic coordinators, specifically:

- a. Helping to plan and lead an interdisciplinary training program for WRA, interns and volunteers
- b. Coordinate and/or provide mentoring and personal attention to assigned apprentices, interns and volunteers
- c. Assist in daily management, training, and evaluation of all support personnel
- d. Prepare reports on individual WRA, interns, and volunteers and share with the Medical Clinic Team as needed.

5. Networking/ Collaboration:

- a. Work and maintain relationships with town, state and federal agencies, conservation and wildlife related organizations, and regional rehabilitators to provide the best care possible for patients
- b. Attend and contribute to regional and local wildlife rehabilitator conferences, roundtables, and workshops

6. Research:

- a. Assist with development, implementation, and collaboration of research projects related to conservation medicine as needed

B. Organization-Wide Support, Duties, and Expectations

10%

1. Operates as part of the CFW team by attending All Team Meetings, contributing to policies and procedures, attending 2 out of 4 of the fundraising events
2. Punctual and ready to begin work at start time
3. Support and foster positive work culture
4. Remaining up to date with organizational policies, protocols, messaging, and handbook
5. Maintaining a growth mindset and being active in critical thinking and problem solving processes with coworkers
6. Recommends initiatives and changes to improve quality and services for CFW and areas of responsibility
7. Works with other areas to coordinate workflow and activities to insure a seamless operation
8. Prepares progress reports, informs supervisor of project status and deviation from goals
9. Ensures completeness, accuracy, and timeliness of all operation functions
10. Establishes rapport with diverse range of staff, interns, volunteers, and constituents
11. Maintains dignity and self-control in difficult situations
12. Assists staff in other areas as needed, all other duties as assigned

C. QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

1. Basic knowledge of native species and their natural histories
2. Physical fitness to work on feet for 8-10 hours (with breaks), lift up to 30 pounds, and safely restrain large raptors, waterbirds, and mammals
3. Ability to utilize direct communication
4. Experience motivating and training volunteers and interns
5. Strong organizational and multitasking skills
6. Ability to follow and uphold CFW policies and procedures
7. Ability to maintain confidential information
8. Ability to accomplish daily tasks and time manage

D. KNOWLEDGE, SKILLS AND ABILITIES

1. Interpret technical procedures or regulations
2. Ability to follow instructions, directions, and protocols and processes
3. Ability to effectively present information and respond to questions from staff, and the general public
4. Ability to define problems, collect data, establish facts, and draw valid conclusions

E. WORKING CONDITIONS

Extended work hours periodically required. Work is subject to inflexible deadlines.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented.

F. EDUCATION AND/OR EXPERIENCE

BA / MS from a four-year college or university in the fields of wildlife ecology, biology, zoology, or pre-vet preferred. Relevant experience in wildlife rehabilitation and medical care required.