

# The Florida Keys Wild Bird Rehabilitation Center, Inc.



**Organization:** Florida Keys Wild Bird Rehabilitation Center

**Location:** Mission Wild Bird & Laura Quinn Wild Bird Sanctuary, Tavernier, Florida, United States

**Exemption Status:** Exempt

The mission of the Florida Keys Wild Bird Rehabilitation Center is to rescue, rehabilitate, and release native and migratory wild birds that have been harmed or displaced, to provide or locate a humane shelter for those birds that cannot be released, and to educate the public towards the importance of coexistence with all wild bird species.

**Job Title:** Avian Care Coordinator

**Reports to:** Hospital Manager

**Supervises:** Apprentice Rehabilitator and Avian Care Interns (up to four at one time)

## **Job Summary:**

The Avian Care Coordinator assists the Hospital Manager in all aspects of avian emergencies, critical care, and daily husbandry of all hospital patients and sanctuary residents. They coordinate the rescue, treatment, and diet plans of all hospital patients. They ensure proper diets, enrichment, general care, and medical treatment for the sanctuary's permanent residents, and make sure that cleanliness protocols are followed at both locations. They act as the Avian Care Internship coordinator; communicating with prospective interns, conducting interviews, coordinating move-ins and move-outs, and providing oversight throughout their internships. This is a full-time, salaried position and includes some holidays, weekends, evening, and event hours.

## **Essential Duties/Responsibilities:**

- Assist in ensuring compliance with U.S. Fish and Wildlife Service (USFWS) and Florida Fish and Wildlife Conservation Commission (FWC) permits and regulations for the rescue and rehabilitation of wild birds.
- Assist in ensuring compliance with USFWS, FWC, and USDA permits and regulations for the educational display of the non-releasable birds at the sanctuary.
- Plan and administer medical treatments for each patient throughout the rehabilitation process. This includes but is not limited to triage, emergency care, housing, and feeding plans.
- Independently conduct basic medical procedures/treatments (i.e. radiographs, medication dosage, humane euthanasia, fracture stabilization, wound management, etc.) with regards to skill limitations.
- Interview and hire interns. Coordinate intern move-in and move-outs and conduct room checks. Provide oversight, performance reviews, and direction as needed.
- Train and manage interns and volunteers in bird care. Teach routine medical procedures (tube feedings, fluid therapy, wound management, medications) and basic knowledge of species in all aspects of rescue, rehab and release. Provide interns and volunteers with training materials, hands-on lessons, workshops, and safety equipment needed to complete tasks at hand.
- Oversee the scheduling of interns to ensure all shifts are covered.

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- Be available three days per week to answer any after-hours rescue related questions that the intern on-call may have. Assist with after-hours intakes on those days as needed.
- Provide oversight at the sanctuary. Make sure interns are performing all of their duties to standards, including animal care and husbandry, cleaning, etc. Make sure that protocols and information is updated as needed.
- Oversee the enrichment program for non-releasable birds at the sanctuary.
- Maintain inventory of food and supplies at the sanctuary. Communicate ordering needs to the Hospital Manager.
- Collaborate with the Hospital Manager and Operations Director on final assessment of patients.
- Coordinate the release of hospital patients. Work in conjunction with the Outreach Coordinator on public releases.
- Maintain detailed records of patient and permanent resident files.
- Assist with surgeries performed by volunteer Veterinarians (monitor breathing, heart rate, sedation, etc.)
- Assist with the training of Avian Ambassadors using positive reinforcement techniques.
- Be available to respond to any after-hour or day-off emergencies as needed. (i.e. caging emergencies/issues, storm preparations, etc.)
- Network with other rehabilitation centers to ensure best possible care; attend state and national rehabilitation conferences and training to be able to perform to the current highest standards.
- Professionally communicate with the public in regard to patient intake, patient care, and any questions related to the facilities that they have.
- Participate in the development of FKWBC's FOOTPRINTS newsletter and monthly e-blasts by providing content and photos.
- Perform other duties as assigned.

### Candidate Requirements:

- Must possess or be able to acquire within a timely manner a Florida State Apprentice Rehabilitator's license.
- Must be familiar with USFWS standards and regulations.
- Must have at least two years of experience in rehabilitation, with special consideration given to avian rehabilitation.
- Experience working with glove-trained avian species is preferred.

### Qualifications:

- Thrive in a fast-paced and team-oriented environment.
- Experience capturing, handling, and restraining wild birds.
- Knowledge of rehab techniques, protocols, and medical records in a hospital setting.
- Understand basic medical terminology, avian physiology and anatomy.
- Effectively communicate information on an individual basis and in group situations; strong interpersonal skills for interactions with employees, volunteers, and the public.
- Knowledge of or ability to learn natural history of native birds (appropriate diets/nutrition, behaviors, habitats).
- Great time-management skills with the ability to plan, organize, and multitask.
- Self-motivated, confident and disciplined with excellent work ethic.
- Valid driver's license and clean driving record.

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