

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: Hospital Coordinator

Reports to: Operations Director & Executive Director

Supervises: Apprentice Rehabilitator(s), Avian Care Interns

Job Summary:

The Hospital Coordinator oversees avian care at the Hospital and Sanctuary locations in collaboration with the Avian Care Coordinator. Under the guidance of the Operations Director, they coordinate the rescue and transportation of wild birds, implement diet plans, and administer medical treatments, diagnostic testing, and all other rehabilitation activities deemed necessary at the Hospital. 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 and FWC permits and regulations for the educational display of the non-releasable birds at the Sanctuary.
- Adhere to the National Wildlife Rehabilitators Association Minimum Standards of Care guidelines to ensure highest quality of care and treatment of patients and permanent residents.
- 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.
- Maintain detailed records including patient files, care instructions, and patient log book. Perform data entry of files and necessary analysis of records. Retain accurate historical and current medical records on patients going back 5 years. Retain accurate records on current Sanctuary residents.
- Collaborate with Operations Director and Avian Care Coordinator on final assessment of patients.
- Coordinate with Volunteer Veterinarians regarding the care of patients. Assist in advanced surgeries performed by Veterinarians (monitor breathing, heart rate, sedation, etc.)
- Train and manage interns and volunteers in bird care as needed. Teach routine medical procedures (tube feedings, fluid therapy, wound management, medications, blood work, radiographs, and fracture

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stabilization) and basic knowledge of species in all aspects of rescue, rehab and release. Provide interns and volunteers with training materials and safety equipment needed to complete tasks at hand.

- 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.
- Present hospital protocol changes to the Operations Director for final review. Assist with implementation if requested.
- Coordinate cremation or donation of all deceased birds, including necessary information/labeling for research.
- Maintain inventory of all supplies for the Hospital and Sanctuary and place orders as needed (including food, medical supplies, general supplies, veterinary equipment and supplies, O2 tank refills, etc.). Update the Amazon Wish List on a regular basis and work with the Outreach Coordinator to promote needed items.
- Respond to patient update requests via email at a minimum of once per week.
- Oversee 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.
- Lend support at fundraising events as requested.
- Perform other duties as assigned by the Executive Director and Operations Director.

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.
- Possess a Bachelor's Degree in the biological sciences or animal-related major.
- Have at least two years of experience in rehabilitation, special consideration given to avian rehabilitation.

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 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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