



Our Mission: Provides quality medical care and rehabilitation for all injured, sick and orphaned wild birds and animals, and shares its knowledge with the people who care about them.

Position: Clinic Manager

Schedule: 40 hrs/wk

Compensation: \$56,000

Overview

The Wildlife Rehabilitation Center of Minnesota (WRC) is North America's busiest wildlife hospital and is located just north of St. Paul, Minnesota. WRC admits more than 25,000 wild animals from among 200 species. As a high-capacity, emergency hospital, WRC provides a fast-paced, collegial work environment and numerous educational opportunities for people from all backgrounds.

The Clinic Manager ensures the day-to-day operations of WRC's veterinary clinic run smoothly while providing excellent patient care. The Clinic Manager reports to the Medical Director and works with the medical team to advance the clinic's service, teaching and research missions.

This role focuses on operations management and requires excellent organizational and recordkeeping skills. The Clinic Manager is responsible for inventory and ordering, equipment maintenance, safety training, regulatory compliance, and other duties as assigned.

WRC is open 365 days a year. Flexibility in working hours is required, including evenings, weekends and holidays.

Requirements:

- Veterinary or Licensed Veterinary Technician background preferred.
- BA/BS degree with a minimum of three years post-graduation professional experience in veterinary medicine and/or wildlife rehabilitation, ideally in a supervisory role.

Physical Demands:

- o Able to frequently lift and carry up to 50 pounds
- o Comfortable working in a standing position for prolonged periods
- o Be able to move from standing to kneeling and back to standing on a regular basis
- o Work with allergens such as peanuts
- o Accept the risks of working in a wildlife hospital including zoonotic diseases
- o Have fully functioning eyesight including good peripheral vision
- o Ability to work around and clean up animal waste and bodily fluids
- o Rabies pre-exposure and tetanus vaccines are required (valid rabies titer required every 2 years)

Schedule:

- o Full-time position (40hrs/wk) including evening, weekends and holidays

Operations and Workflow:

- o Coordinate the day-to-day operations of the clinic, including scheduling the medical staff
- o Contribute to the day-to-day flow and efficiency of the hospital
- o Maintain the communication forum(s) of the medical and animal care team
- o Build strong, collaborative relationships with the animal care team (consisting of medical and rehabilitation departments), and the Intake Manager
- o Work with the Medical Director to ensure high-quality medical care, including a team approach to evaluating and addressing patient needs
- o Assist with maintaining and organizing the medical department's animal care and hospital protocols
- o Distribute and follow up on staff's pet invoices

Inventory, Ordering and Equipment:

- o Manage inventory including ordering medical supplies, food and equipment
- o Maintain vendor relationships and review pricing periodically for cost effectiveness
- o Stay informed about new technologies, equipment, and supplies that could improve quality or reduce costs
- o Ensure medical equipment is serviced regularly, including scales, radiology and lab equipment, etc.
- o Supervise as needed in preparing surgical suites and instruments, and post-operative clean-up

Compliance and Safety:

- o Ensure compliance with all DEA, Minnesota Board of Veterinary Medicine, OSHA, and radiation safety guidelines, including signage
- o Assist in DEA reporting as needed (DEA license not required)
- o Ensure that WRC stays in compliance with state and federal permit regulations
- o Develop, schedule, and lead safety trainings for staff
- o Maintain safety documentation, MSDS records for the building

Patient and Clinic Support:

- o Work with others to ensure an organized and clean space in the treatment room/medical areas
- o Prepare and ship lab samples as requested
- o Serve as point person to ensure carcass removal to the UMN VDL
- o Help with clinic operational tasks as needed

Compensation:

- o Salary: \$56,000 per year
- o Fully covered medical insurance premiums
- o 403(b) with 3% employer contribution
- o Earned vacation and PTO

Selection Criteria:

- Degrees/experience as listed above
- Positive attitude toward coworkers, supervisors, volunteers and the public
- Promote a culture of continuous learning and collaboration
- Strong time management and initiative in responding to departmental needs
- Effective communicator: Speaks, listens, writes and responds clearly and professionally
- Demonstrated ability to work both independently and as part of a team
- Maintain the wild nature of patients by following WRC policies and procedures
- Recognize the importance of medical euthanasia as a treatment option
- Ability to work as a professional in a fast-paced, stressful environment
- Respectful of, and willing to foster, an inclusive environment for people from diverse backgrounds

To Apply

Email your resume, two professional references and a cover letter to Medical Director Dr. Agnes Hutchinson: info@wrcmn.org.

Applications will remain open until position is filled.