

Title: **Rehabilitation Coordinator**

Accountable to: **Executive Director**

Purpose of Position:

Under the supervision—both direct and indirect—of the Executive Director (ED), the Rehabilitation Coordinator (RC) supervises daily animal care operations and performs a variety of animal health care duties to provide technical nursing care and medical management of wildlife patients.

Duties and Responsibilities:

In accordance with the organizational policies and protocols, duties include, but are not limited to:

- Perform examinations and basic rehabilitation assessments on incoming patients. Administer medical treatments, maintain animal care records and date entry of these records
- Assist animal care volunteers in fulfilling daily care plans of wildlife patients including but not limited to nutritional, caging and medical needs
- Ensure cages and facilities are cleaned and maintained daily, feeding schedules are adhered to and other animal care needs are met
- Supervise, train and mentor animal care volunteers, and interns. Delegate and ensure satisfactory completion of tasks. Ensure that animals are being handled in a manner that maximizes human and animal safety. Ensure that protocols to minimize risk of contraction of zoonotic disease are being adhered to
- Admit animals from the public and provide assistance both in person and over the phone regarding animal rescues, transport, emergency care and human-wildlife conflicts
- Drive own vehicle, when necessary, to rescue and transport wildlife and rehabilitation supplies. Assist in the coordination and release of animals as needed
- Assist the Executive Director in revising species protocols and rehabilitation research as needed
- Work directly with the Wildlife Veterinarian to assure the safety and health of wildlife patients, assuring that all veterinary procedures are performed in a highly efficient and effective manner
- Perform daily activities that include patient rounds, emergency and critical care treatment, restraint and handling of animals, routine collection and analysis of laboratory diagnostic samples (in-house and outside labs), radiographic positioning and imaging, performing anesthetic procedures, surgical assisting, and monitoring the vital signs and condition of wildlife patients in the perioperative period
- Evaluate health and behavioral needs of patients and communicate needs to the Wildlife Veterinarian and Executive Director
- Coordinate and administer treatments with the animal care volunteers
- Humanely euthanize wildlife patients according to written policies and procedures
- Ensure compliance with established disease control, and health and safety rules

- Maintain a high level of cleanliness, sanitation, disinfection and quality control in the treatment, surgery, radiology and laboratory areas
- Assist the Executive Director in creating annual, and bi-annual wildlife rehab reports
- Assist in maintaining complete and accurate patient records, and surgery, radiology, laboratory, necropsy and controlled substance logs
- Remain current on rehabilitation and veterinary technology methods through literature review, attending conferences, meetings and workshops
- Assist with research and disease surveillance projects as needed
- May be assigned other duties by the Executive Director

The Rehabilitation Coordinator (RC) works under the guidance of the Executive Director, and is expected to pursue the established duties without direct supervision. Written performance evaluations will be given after the first three months, and first twelve months of work, and annually thereafter.

Requirements:

- Must have a high school diploma or equivalent, and be able to read, write, and speak clearly in English so that written and verbal instructions can be followed
- Must be a licensed Wildlife Rehabilitator in the State of Oregon or be able to obtain license within first year of work
- At least 2 years working-experience in a wildlife rehabilitation facility or similar field
- Experience working with aquatic avian species preferred, especially pelagic species
- Must be a self-starter, able to take initiative and work independently in an efficient and productive manner. Must be organized and flexible, and be able to balance multiple projects
- Must be able to work cooperatively with people, and to communicate clearly about WCNC's mission. Must also be able to represent WCNC in a professional manner, at all times
- Must be able to work maturely and respectfully with diverse groups of people, and maintain high-quality public relations. Must possess excellent interpersonal and organizational skills, and be able to assist in creating a positive work environment built on team concepts
- Must have basic computer skills including use of Word, Excel, and specialized databases
- Must possess a valid driver's license

Note: Under the provisions of the Immigration and Reform Act of 1986, the successful candidate will be required to provide both evidence of identity, and eligibility for employment

Approved

Date