Position Description: **Wildlife Rehabilitation Apprentice**

Status: Seasonal Stipend Apprentice

Reports to: Wildlife Specialists

POSITION PURPOSE

Under the supervision of clinic staff, the Wildlife Rehabilitation Apprentice is charged with providing daily supportive care for patients, providing training and supervision for volunteers and interns, managing daily work flow in mammal and bird nursery rooms, contributing ideas for content and growth in protocols and training materials, and supporting Medical Clinic staff in carrying out administrative and facilities work to support the program and organization as a whole. Additionally, the Wildlife Rehabilitation Apprentice serves Center for Wildlife's mission and role models and upholds Center for Wildlife's Code of Conduct, Technology Policy, and Code of Ethics.

In exchange, Center for Wildlife's Wildlife Rehabilitation Apprenticeship offers practical and experiential learning opportunities in a high volume rehabilitation clinic. Some of the skills learned include providing wildlife hotline and admissions assistance, introduction to donor management and EMR software, species identification, husbandry and handling techniques, medical exams and triage, feeding and fluid therapy techniques, outdoor cage and facilities maintenance, and monitoring and evaluating patients throughout the rehabilitation process. Wildlife Rehabilitation Apprentices will initially be focusing on orphaned animal care and pre-release patients, with the potential to learn about advanced medical care techniques, diagnostics, and critical patient care as the apprenticeship progresses. Professional development and leadership training includes motivating volunteers and interns, time management, and prioritizing daily tasks and short-term projects simultaneously. The Wildlife Rehabilitation Apprentice is expected to take initiative in seeking out additional opportunities and capitalizing on learning opportunities through carrying out daily tasks. A series of workshops will be provided throughout the apprenticeship, as well as opportunities to sit down with leadership staff and shadow educational programs to learn how other departments operate within the organization.

I. ESSENTIAL POSITION RESPONSIBILITIES

A. Medical Clinic/Rehabilitation

1. **Patient Care, Assessment, and Oversight**

Participates in daily clinic operations under the supervision of the Medical Clinic Staff, specifically:

a. Assists Wildlife Specialists with daily care for clinic patients by providing appropriate husbandry, nutrition, and enrichment according to CFW protocols, focusing primarily on pre-release patients and orphaned animal care
b. May be asked by Wildlife Specialists to assist with daily care for intensive care, quarantined, or potentially dangerous patients who cannot be handled by volunteers or interns
c. Monitors current patients and alerts Wildlife Specialists of changes in health status or behavior
d. Participates in daily rounds to communicate information about patient status to Wildlife Specialists, interns and apprentices
e. Assists in assessing current patients for their ability to be released
f. Assists medical clinic staff with maintaining appropriate daily workflow by collaborating and managing interns and volunteers on shift

2. **Hotline and Admissions**

Fulfills Hotline and Admissions shifts under the supervision of Wildlife Specialists, specifically:

a. Assists members of the public with wildlife concerns on the phone and in person at the admissions desk utilizing CFW messaging and protocols
b. Accepts animal admissions and assists Wildlife Specialists in performing initial exams and triage care for new patients
c. Assists with patient checks, providing accurate information updating the finder on the status of the animal in care
d. Communicates with members of the public in a professional manner that upholds CFW messaging
e. Communicates with Medical Clinic Staff about interactions with members of the public

3. **Volunteer and Wildlife Care Intern Oversight**

Collaborates with Wildlife Specialists to:

a. Train seasonal Wildlife Care Interns and volunteers in clinic processes and procedures
b. Assist in overseeing Wildlife Care Interns in patient care, husbandry, facilities, and habitat maintenance
c. Offer learning opportunities for Wildlife Care Interns and volunteers during shifts by providing context to processes, reviewing protocols, and being curious together

B. Organization-Wide Support, Duties, and Expectations

1. Operates as part of the Center for Wildlife team, and maintains and supports a positive work culture
2. Establishes rapport with a diverse range of staff, interns, and volunteers
3. Ensures completeness, accuracy, and timeliness of all assigned duties
4. Suggests recommendations for improvement of established processes and practices
5. Participates in programs and events related to conservation medicine and wildlife rehabilitation as assigned
6. All other duties as required

C. QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES

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 unassisted, and ability to safely restrain large raptors and waterbirds
3. Superior interpersonal and communication skills
4. Desire to learn to be a patient and professional leader, teacher, and role model for volunteers and interns
5. Ability to empower volunteers and interns to learn and perform daily tasks, and assist staff in promoting a positive work culture
6. Ability to be proactive in identifying and seeking out additional learning opportunities that will enhance their apprenticeship experience
7. Ability to multitask, organize, delegate, and manage others
8. Ability to work efficiently and thoroughly under stress
9. Computer literate (Microsoft Word, Excel, and database use/maintenance)
10. Ability to effectively present information and respond to questions from staff, volunteers, interns and the general public
11. Ability to define problems, collect data, establish facts, and draw valid conclusions
12. Ability to maintain dignity and self-control in difficult situations
13. Ability to maintain confidential information

D. 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.

E. EDUCATION AND EXPERIENCE

Associates degree or certification from a college or university in the fields of Wildlife Biology, Ecology, Environmental Conservation, Veterinary Technology or Pre-Veterinary Medicine preferred. Three months of experience in a wildlife rehabilitation clinic required. Combination of education and experience required when performing the duties of the assigned position.

II. Compensation and Benefits

A. Employee is eligible for stipend staff benefits including:

1. One week (five days) Paid Time Off
2. Access to resources and experiential learning opportunities including CFW's library, memberships, database subscriptions, and in-house workshops and trainings.
3. Monthly 1:1 Check-ins with a Wildlife Specialist to track program progress and professional development

B. Compensation:

1. $200 per week stipend

Employee Name: _____

Employee Signature: _____ **Date:** _____