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| Position Description: | Wildlife Rehabilitation Apprentice |
| Status: | Seasonal Stipend Apprentice |
| Reports to: | WRA Coordinator |

POSITION PURPOSE

Under the supervision of the WRA Coordinator, the Wildlife Rehabilitation Apprentice is charged with providing daily supportive care for patients, providing training and supervision for volunteers and interns, contributing to content and growth in protocols and training materials, and supporting full-time 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 large rehabilitation clinic. Some of the skills learned include providing wildlife hotline and admissions assistance, 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 their 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 show initiative in seeking out additional opportunities and capitalizing on learning opportunities through carrying out daily tasks.

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 to promote healing, 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. Assists in assessing current patients for their ability to be released

2. Hotline and Admissions

Fulfills Hotline and Admissions shifts under the supervision of the Hotline and Admissions Coordinator and Medical Clinic Staff, specifically:

- a. Assists members of the public with wildlife issues on the phone and in person at the admissions desk
- b. Accepts animal admissions and assists Wildlife Specialists in performing initial exams and triage care for new patients

- c. Assists the Hotline and Admissions Coordinator with patient checks
- d. Assists the Hotline and Admissions Coordinator with patient data entry in preparation for year end reports

3. Wildlife Care Intern Training

Collaborates with the Intern Coordinator and Wildlife Specialists to:

- a. Train seasonal Wildlife Care Interns in clinic processes and procedures
- b. Oversee patient care, husbandry, and habitat and facilities maintenance provided by Wildlife Care Interns
- c. Offer learning opportunities for Wildlife Care Interns as assigned

B. Organization-Wide Support, Duties, and Expectations

1. Participates in programs and events related to conservation medicine and wildlife rehabilitation
2. Attends Medical Clinic and All Team meetings as necessary
3. Recommends initiatives and changes to improve quality and services for CFW and areas of responsibility
4. Works with other areas to coordinate workflow and activities to insure a seamless operation
5. Identifies and determines cause of problems; develops and presents recommendations for improvement of established processes and practices; initiates and implements plans to solve problems
6. Maximizes productivity through the use of appropriate tools; aids in developing resources that create timely and efficient workflow.
7. Ensures completeness, accuracy, and timeliness of all operation functions
8. Develops, communicates, and maintains guidelines and procedures to support area
9. Operates as part of the CFW team
10. Establishes rapport with a diverse range of staff, interns, volunteers, and constituents
11. 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 safely restrain large raptors, waterbirds, and mammals
3. Superior interpersonal and communication skills
4. Capability to be a patient and professional leader, teacher, and role model for volunteers and interns
5. Willingness 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. Aptitude to multi-task, organize, delegate, and manage others
8. Able to work efficiently and thoroughly under stress
9. Computer literate (Microsoft Word, Excel, and database use/maintenance)
10. Ability to interpret technical procedures or regulations
11. Ability to effectively present information and respond to questions from staff, volunteers, interns and the general public
12. Ability to define problems, collect data, establish facts, and draw valid conclusions
13. Able to maintain dignity and self-control in difficult situations
14. Able to maintain confidential information

E. 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.

F. 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) PTO
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 the WRA Coordinator to track program progress and professional development

B. Compensation:

1. \$200 per week stipend

Employee Name: _____

Employee Signature: _____ **Date:** _____