



Wildlife Rehabilitator Supervisor

Reports To

The Wildlife Rehabilitator Supervisor will report to the Executive Director.

Job Description

This position supervises the Rehabilitation Team and supports the Rescue and Release Supervisor by directing and coordinating the various rehabilitation, administrative activities and services for the South Florida Wildlife Center. The Wildlife Rehabilitation Supervisor provides daily leadership, direction and supervision with hands-on support to the Wildlife Rehabilitation department. Oversees daily operations consistent with the organization's policies and procedures and helps the team in all areas as needed. This is a working in the field supervisor position. The Rehabilitation Supervisor is expected also to develop policies to improve the practice's workflow, be responsive to staff needs, and to implement managerial and procedural issues that will foster the ability of the Rehabilitation Team to provide high quality care for its animals. The position reports directly to the Executive Director.

Essential Duties and Job Responsibilities

- Responsible for the day-to-day patient care areas of the Rehabilitation support team and internally coordinates with different sections and supervisors of the organization.
- Directs on-the-job training of staff to develop and improve employees' skill sets, advise employees of performance requirements with the standards of patient care and animal services for the Rehabilitation Team and organization.
- Oversees and participates in the training of new employees and volunteers.
- Ensures that all animals are housed and fed adequately and appropriately.
- Ensures that incoming animals are correctly identified to ensure proper food, housing and medical care.
- Creates and updates animal housing, diet and medical care protocols in coordination with Medical Staff and other Supervisors.
- Ensures that all health checks, medical treatments, and other duties are completed accurately and in a timely manner.
- Assesses animals to see if they meet release criteria in consultation with Rescue and Release Supervisor.
- Identify suitable releases sites and arrange release of healthy animals.
- Delegates and supervises the daily tasks of Wildlife Rehabilitators and Leads.
- Assists Rescue and Release Supervisor and on-site Veterinarian staff with day-to-day operations.
- Monitors animal health and welfare; reviews animal's behavior to determine disposition; recommends animals for adoption, transfer, or euthanasia.
- Responsible for the efficient day-to-day running of the Rehabilitation team to include enforcement of policies, procedures, and protocols.
- Resolves informal staff complaints, maintains, and reports on these issues to the Executive Director as necessary.
- Identifies and provides recommendations for potential problems, non-routine situations, workflow processes, and patient needs to the Executive Director.

- Reviews subordinate work for procedural or administrative errors. Ensures accuracy of records entered. Coaches, mentors and initiates disciplinary action as required for subordinate staff.
- Creates schedules and prepares performance evaluations for subordinates.
- Explains policies and procedures to staff. Develops, recommends, and writes standard operating and internal procedures; helps to improve current policies and procedures; develops, recommends, and implements approved Rehabilitation animal programs according to established best practices.
- Participates in activities to implement and monitor required emergency support functions during declared emergencies (Hurricanes, etc.), reports to center and staging areas for pre-and post-emergency operations coverage.
- Participates in regular staff meetings. Leads discussion on animal updates in meetings.
- Provides assistance to other departments as assigned or other duties as assigned.

Qualifications

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, skill, and/or ability required.

Education and/or Experience

High School Diploma or equivalent is required. Degree from an accredited college with an emphasis in Biology, Zoology, or Wildlife Management is preferred, or equivalent combination of education and experience. Three to five years of experience handling and treating wildlife animals is required. At least two years of supervisory experience is required.

Specific requirements include:

- Animal-handling skills, keenly observant, well-organized, and good communication skills.
- Ability to multitask and prioritize.
- Ability to move/lift 50lbs for 25 yards, climb, bend and crawl in confined spaces.
- Proficient in oral and written communications.
- Ability to follow written directions and record observations.
- If not already vaccinated, must be willing and able to have the rabies prophylaxis vaccine administered as well as have routine booster shots for the length of employment.
- Must be able to work outdoors in variable and sometimes extreme weather conditions.
- Must have passion, idealism, integrity, positive attitude, and be mission-driven and self-directed.

Work Hours

- The Center operates 365 days per year, as such staff will be scheduled to work weekends and holidays on a regular or recurring basis. Scheduled hours are typically 8:30 AM to 5:30 PM, with one-hour non-paid lunch, with overtime pre-approved, as necessary. Since all staff are considered ambassadors of the Center, there may be requirements to participate in direct customer interactions, after hours functions, or offsite activities and events.