



POSITION OPENING

Job Title: Animal Care Assistant, seasonal part-time
Supervisor: Veronica Bowers, Director

Native Songbird Care & Conservation – ORGANIZATION DESCRIPTION

Located in Sebastopol, California, Native Songbird Care & Conservation is dedicated to the conservation of native passerines through rehabilitation and healthy release back to the wild. We also provide public outreach and education about these remarkable birds and their essential role in our native ecosystem.

Each year, NSCC cares for approximately 1,000 songbirds from all areas of Sonoma County and beyond. Our rehabilitation facility is set up exclusively to support the needs of injured, ill and orphaned songbirds. Based on their age and species, each bird has specific requirements for care, diet, housing and release back to the wild. Focusing our expertise on the rehabilitation of songbirds allows us to provide the best care possible for this unique group of birds and give them a second chance to return to the wild.

POSITION SUMMARY

The Animal Care Assistant (ACA) reports to the director and assists with all aspects of patient care, volunteer and intern training, volunteer management, general support tasks of the hospital as well as coordinating and conducting patient releases, and facilitating patient transfers between other wildlife facilities.

The primary responsibility of this position is to ensure that patients are cared for to the highest standard at all times and in accordance with NSCC protocols and policies, professional code of ethics, and state and federal regulations. The ACA ensures tasks on the daily check list are completed by each shift in a timely manner and to the highest standard. This position ensures quality and consistency of patient care and completion of daily tasks through active participation as well as supervision and training of volunteers and interns and enforcement of existing protocols.

The ACA must be able to work collaboratively with equal sensitivity to the care of the patients and the needs and requirements of the volunteers in order to build and maintain a respectful and professional culture within rehabilitation functions and throughout NSCC. This is a fast paced and high-pressure position. The ideal candidate will be able to multitask and work efficiently and calmly under stressful circumstances.

Primary duties of this position include:

I. ANIMAL CARE

- Provide excellent rehabilitative care to all animals at the facility.
- Perform all tasks related to daily care of patients, including cleaning, feeding and enrichment.
- Through active participation and supervision of volunteers and interns, ensure all baby birds are fed according to protocol and timer schedules.
- Ensure all tasks on the daily checklist are completed by each shift in a timely manner and at the highest standard. This is achieved through active participation as well as training and supervising volunteers and interns to follow NSCC's high standard of patient care, protocols and hospital procedures.
- Orchestrate individual workflow and the workflow of volunteers and interns to ensure preparation for following day's operations are complete by the end of the day.
- Maintain a clean and organized work environment at all times.
- Assist with evaluation of patients for release. Monitor animal's health, attitude, appetite, behavior, etc., and maintain records of each animal's progress. Report evaluations to the director.
- Must be able to handle emotional aspects of euthanasia.
- As requested, assist with restraint, examination, diagnostic procedures and treatment of animals.
- Admit patients and complete associated records.
- Within constraints of training and experience and in the absence of the director, conduct intake exams and perform initial care of new patients and patients transferred from other facilities.
- Communicate with other permitted facilities in the state to transfer animals to and from NSCC. Arrange for transportation to transfer site as needed.
- Following NSCC protocols, uphold best practices and high standards of animal care at all times.
- Following NSCC protocols, maintain high standards of cleanliness and organization in hospital, kitchen and animal housing areas at all times.
- Answer the hotline and provide guidance and assistance to public seeking help with wildlife.
- Oversee hospital operations in the absence of the director.

II. TRAINING

- Assist with the training and supervision of interns and animal care volunteers.
- Teach developed courses to interns and volunteers as needed.

III. OTHER DUTIES

- Maintenance of aviaries, hospital enclosures, equipment, etc. Recognize and correct any maintenance or safety hazards when possible. Report problems to the Director.
- Assist in the creation of photos and videos of birds and various aspects of rehabilitation procedures and hospital tasks for classes, workshops and educational/promotional materials.
- Assist with the planning and implementation of the End-of-Season Volunteer Appreciation Picnic.
- Other duties, responsibilities, and special projects as requested.

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.

REQUIREMENTS

- Minimum of 1 baby season of hands-on husbandry and hand-feeding experience with songbirds in a wildlife hospital setting.
- At least one year of wildlife rehabilitation experience.
- Demonstrated supervisory and managerial experience.

- Teaching experience preferred.
- Demonstrated experience in effective public speaking and writing skills.
- Demonstrated reliability and dependability; willingness to work weekends, nights and holidays as necessary.
- Demonstrated ability to handle diverse, competing tasks independently, efficiently, and accurately; flexibility is a must.
- Must be even-tempered and diplomatic.
- Ability to organize, set goals, and meet deadlines; attention to detail.
- Team player with strong interpersonal and communication skills.
- Ability to work independently and as part of a team.
- Professional appearance and demeanor; ability to interact and communicate with the public, law enforcement, regulators, veterinarians and others.
- Strong commitment to protection of wildlife and the environment.
- Ability to add and subtract, multiply and divide. Ability to perform these operations using units of American money, weight measurement and volume.
- Ability to apply common sense understanding to carry out detailed written or oral instructions.
- Basic knowledge of Microsoft Office and computer keyboarding skills preferred.
- Ability to endure long workdays in a physically and emotionally demanding setting while maintaining focus, accuracy and physical activities required by the job.

PHYSICAL DEMANDS

The physical demands described herein represent essential components of the job of working in wildlife rehabilitation. They include, but are not limited to the following: able to lift or move up to 50 lbs, stand on a concrete floor for up to 8 hours a day, and kneel, crouch, stoop, crawl and reach to an arm's length. Must have 20/20 vision and possess physical dexterity and coordination to use hands and fingers to handle, feel and feed tiny fragile patients as small as 2-3 grams. While performing the tasks listed elsewhere in this document, incumbent is routinely exposed to toxic or caustic chemicals, allergens such as dust and dander, zoonotic diseases, frightened animals, inclement weather conditions, and noise.

SCHEDULE

The schedule for this position begins the week of April 22 and ends the week of September 2, 2019. There is some flexibility for start date. This position is 25 hours per week. Shifts are generally 6 hours and include nights, weekends and holidays. No time off during the peak of the season, May through July. Tentative schedules are 2 pm to 8pm Wednesday through Saturday, or 8 am to 2 pm, Sunday through Wednesday.

COMPENSATION

\$13.00 per hour, but is negotiable based on demonstrated experience and abilities. This is a part-time, seasonal, non-exempt position. Review of applicants begins April 1, 2019. Position is open until filled.

TO APPLY

Please email a cover letter, résumé, and two letters of recommendation to:

Veronica Bowers, Director

veronica@nativesongbirdcare.org

Subject line: ACA

Native Songbird Care & Conservation is an equal opportunity employer.