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## Rehabilitation Manager

**Position:** Full-time, permanent.

Are you a leader and passionate about the environment and the wildlife we share our spaces with? Alberta Institute for Wildlife Conservation (AIWC) seeks a Rehabilitation Manager to lead our Wildlife Rehabilitation Program at our facility located NW of Calgary.

Since 1993, AIWC has been a champion for the rehabilitation of injured and orphaned wildlife. Accredited through the Alberta Veterinary Medical Association, AIWC serves the needs of Alberta's diverse wildlife in Calgary and southern Alberta.

As a registered charity, AIWC relies on charitable donations and dedicated volunteers to support the more than 1,900 varied animals in need of care every year. AIWC welcomes Alberta's injured and orphaned wildlife, small and large, from hummingbirds to deer fawns.

Reporting to AIWC's Executive Director and working closely with our staff Veterinarian, the Rehabilitation Manager will lead a team of staff and volunteers to provide industry-leading care to our wildlife patients. The successful candidate will have a history of leading and motivating teams, readily adaptable to changing priorities, and effective at working in a fast-paced environment. We are looking for a team-player with a positive attitude and outstanding interpersonal skills.

### Summary of Duties:

#### Rehabilitation Program:

- Responsible for the medical treatment of all animals under the supervision of the veterinarian, including but not limited to: full patient examinations, diagnostics, and humane euthanasia in accordance with AIWC policies, ABVMA guidelines, and provincial and federal laws.
- Responsible for designing and implementing any changes to enclosures or clinic facility (planning, maintenance, and repairs).
- Responsible for Health and Safety within the organization and acting as the Health and Safety Coordinator.
- Delegate tasks and cases to staff and volunteers on a daily basis.
- Responsible for leading and mentoring animal care staff and volunteers.
- Implement rehabilitation policies and procedures, and review annually.
- Answer and direct phone calls from the public and volunteers, as needed.
- Identify appropriate animal release sites and oversee managing animal releases.
- Housekeeping duties including: laundry, dishes, floor cleaning, etc.

- Other duties as required.

#### **Administration:**

- Hiring, supervising, and training of animal care staff and volunteers.
- Responsible for developing job descriptions and work plans for animal care staff (wildlife rehabilitators and summer students).
- Develop, update, and maintain animal care staff job descriptions and employee personnel files.
- Ensure time sheets from animal care staff are completed and authorized each pay period.
- Maintain rehabilitation records and prepare statistics and reports for annual permits and research opportunities. This includes patient database maintenance and keeping patient boards up-to-date and accurate.
- Develops and implements a schedule for hospital maintenance.
- Order and supervise inventory for medical and non-medical supplies.
- Liaise with partners such as: post-secondary institutions, provincial and federal government, and vet clinics.
- Assist with public relations via press, published articles, etc.
- Ensuring that all staff and volunteers are fulfilling provincial/federal requirements for rehabilitation.
- Develop and research continuing education opportunities for animal care staff.
- Keeping up-to-date with current literature and making sure all staff and volunteers are provided the education/tools they need to succeed.
- Maintaining a relevant and current library of resources for animal care staff.
- Maintain a positive, healthy, and safe work environment.
- Other duties as required.

#### **Qualifications:**

- Undergraduate degree in a related field (e.g., biology, zoology) and/or Animal Health Technologist diploma would be considered an asset.
- At least 3 (three) years of experience in a wildlife rehabilitation centre, veterinary clinic, or general animal care field.
- A minimum of 2 (two) years' experience in a management position.
- Experience leading and managing a diverse team.
- Eagerness to teach others.
- Eligible to work in Canada.
- Excellent project management and time management skills, and the ability to perform well under pressure.
- Excellent verbal, written, and presenting skills.
- Knowledge of Alberta wildlife and natural history.

- Careful attention to detail and ability to follow directions well.
- Highly efficient, able to cope well within a fast-paced environment.
- Team player, excellent ability to cooperate and work with others.
- Completion of IWRC's Basic Wildlife Rehabilitation 1AB course or Certified Wildlife Rehabilitator status would be an asset.
- Rabies, COVID-19, and tetanus vaccinations required.
- Knowledge of Alberta wildlife and natural history.
- Valid class 5 driver's license and access to a reliable vehicle.

**Remuneration/Hours of Work:**

**Wage:** \$52,785.00 per annum.

**Schedule:** Forty (40) hours per week. Flexible schedule is required, variable shift work, some working evenings and weekends.

**Benefits:**

- Opportunity to work with Alberta's wildlife.
- Working in a beautiful location with mountain views.
- Opportunity to connect with like-minded individuals.
- Time off in lieu program.
- 5 paid sick days.
- 5 paid personal days.
- 15 paid vacation days to start. This increases with years of service.

**Application Process:**

1. Application deadline: Sunday, March 19, 2023.
2. Submit a cover letter and resume to Executive Director, Holly Lillie, at [holly.lillie@aiwc.ca](mailto:holly.lillie@aiwc.ca)

For more information on AIWC, please visit our website: [www.aiwc.ca](http://www.aiwc.ca)

*We encourage applications from all qualified individuals. We thank all applicants for their interest in this position, but only those selected for an interview will be contacted.*