

Peninsula Humane Society & SPCA

Wildlife Intake Coordinator

Job Title:	Wildlife Intake Coordinator
Division:	Wildlife Rehabilitation Department
Reports To:	Wildlife Rehabilitation Department Manager
FLSA Status:	Non-Exempt/Non-Union/Full-Time
Salary:	\$25-30 per hour

Excellent Benefits Package Available

This position is on-site in San Jose and travels to Saratoga worksite for training.

Summary: The Wildlife Intake Coordinator provides daily leadership, and direction, with hands on support to the Transport Team and for each of the satellite intake locations. Oversees daily operations consistent with the organization's policies and procedures.

Essential Duties and Responsibilities:

- Delegates and supervises the daily tasks of Wildlife Transport Specialists.
- Oversees transport schedule and ensures wildlife is being transported to Conservation Center in a timely and efficient manner.
- Communicates routinely and effectively with key personnel at each partner pick-up agency to ensure optimal working relationship between organizations.
- Ensures transport vehicles are maintained in a clean and orderly manner and stocked with the necessary equipment.
- Reports damage to vehicle or equipment. Ensures routine maintenance is performed according to manufacturer's recommended schedule.
- Oversees and participates in the training of new transport and satellite location staff.
- Monitors both satellite locations to ensure all necessary supplies are stocked and equipment is functional to support smooth and timely animal intake and transport activities.
- Monitors both satellite locations to ensure triage, animal care and transfer policies are followed. Works with Wildlife Rehabilitation Manager to address any deficiencies.
- Communicate professionally and effectively with coworkers, volunteers, and representatives from other organizations.
- Participates in regular staff meetings. Leads discussion on satellite locations and animal transport program.
- Serves as the primary point of contact for coordinating animal releases. Assists with wildlife releases as needed.
- Performs animal transport functions as needed.
- Covers staffing needs at satellite locations as needed.

- Performs euthanasia in accordance with PHS/SPCA policies and state and federal laws. Performs decapitations when required for county health department.
- Proposes and implements operational efficiency and safety improvement.
- Provides assistance to other departments as assigned. Performs other duties as assigned to ensure a positive public image, enhance the operation of the organization, and improve the quality of life for animals.

Supervisory Responsibilities

Directly supervises Wildlife Transport Specialists and the Satellite Wildlife Rehabilitation teams. Ensures animal transport is timely and efficient. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Upon hire, must pass a background check. Able to multitask and work efficiently and calmly under stressful circumstances. Must be able to work well in a team environment and have a professional demeanor. Must have a flexible schedule and the ability to work on weekends and/or holidays as needed.

Education and/or Experience

High School Diploma or equivalent is required. Degree from an accredited college with an emphasis in Business and Wildlife Management is preferred, or equivalent combination of education and experience. At least two years of supervisory experience is required.

Certificates, Licenses, Registrations

Valid California Driver's License with clean driving record to be insured with PHS insurance. Certified in euthanasia within 6 months of employment.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, volunteers, and other employees of the organization. Excellent oral and written communication skills.

Mathematical Skills

Ability to add and subtract, multiply and divide. Ability to perform these operations using units, weight measurement, and volume.

Reasoning Ability

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Computer Skills

Basic knowledge with Microsoft Office Suite (Word, Excel, Outlook), computer keyboarding skills, and data entry is required. Working knowledge of RaptorMed or become proficient within 3 months of employment.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to stand; walk; use hands and fingers to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. The employee is frequently required to sit. The employee may occasionally lift and/or move up to 50-75 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to outside weather conditions. The employee is occasionally exposed to zoonotic disease, aggressive/feral animals and toxic or caustic chemicals, possible hostile members of the public, heavy and fast-paced workload; possible exposure to parasites and infectious disease; strenuous activity and operation of vehicle under all types of weather/road conditions. The noise level in the work environment is usually moderate to loud.