



pasadena humane society & spca

Wildlife Assistant **FLSA Classification** **Seasonal Part-Time, Non-Exempt**

REPORTS TO: Wildlife Manager
DIVISION: Operations
DEPARTMENT: Veterinary Health
PROGRAM: Wildlife

JOB DESCRIPTION

Summary/Objective

The Wildlife Seasonal Assistant will triage a variety of wild and exotic animals including mammalian and avian species and provide care for those deemed good candidates for rehabilitation. They are responsible for nursing sick, injured, and orphaned animals to prepare them for release back into the wild.

Supervisory Responsibilities: None

Job Duties and Responsibilities:

- Perform triage exams of incoming animals, including properly restraining fractious wildlife and keeping a calm demeanor while making responsible decisions.
- Clean and feed in-house wild animals, which include a variety of mammalian and avian species.
- Assist with and administer medical treatments (including topical, oral, and injectable medications, radiographs, anesthesia and humane euthanasia in accordance with PHS policies and local and federal laws)
- Hand feed orphaned wildlife, including esophageal tube feeding.
- Clean and disinfect all areas as necessary to maintain a safe and sanitary environment.
- Maintain inventory, restocking and notifying supervisor when supplies are low.
- Provide a stress free environment for wild animals, providing appropriate housing/enclosures and diet (which may include dead food items).
- Regularly evaluate health of animals and report abnormal findings to Manager and/or Veterinarian.
- Perform clear, complete, and accurate documentation of patient medical records.
- Educate the public by answering phone calls and emails about wildlife.
- Coordinate and assist with transport of rehabilitation candidates to other rehabilitation facilities.
- Ensure a positive, educational approach to customer service with a goal of educating the public and leaving animals in the wild as appropriate. Promote positive relations with the



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general public, volunteers and staff while promoting the Society's programs, policies and philosophies. Address customer complaints.

- Uphold Pasadena Humane Society's mission and contribute to building a culture of philanthropy.
- Ensure a safe working environment and actively participate in PHS safety programs.
- Participate as needed in special department projects.
- Work as a team member with other departmental managers
- Perform other duties as assigned.

REQUIREMENTS AND QUALIFICATIONS

- A minimum of six months of related education/experience/training.
- Must interact positively with supervisor, management, coworkers, volunteers, and the public to promote a team effort and maintain a positive and professional approach.
- Must come to work regularly and on time, follow directions, take criticism, get along with coworkers and supervisors, treat coworkers, supervisory staff, members and guests with respect, courtesy, and refrain from abusive, insubordinate and/or violent behavior.
- Must have valid California Driver's License with a satisfactory driving record.
- Must comply with Pasadena Humane Society's policies and procedures.
- Must have High School graduate diploma or GED.
- Must be eligible to work in the U.S.
- Must be at least 18 years of age.

PREFERRED SKILLS

- Bachelor's degree in ecology, wildlife management, biology, or related.
- At least two years' experience working with animals in a professional capacity and/or past work in a wildlife rehabilitation clinic.
- Hands on experience and basic knowledge of wildlife such as species identification, diets, common illnesses as well as proper sanitation and disinfection. Experience capturing, handling and restraining wild animals.
- Strong sense of professional judgment and ability to maintain confidentiality.
- Ability to recognize signs of rabies, distemper, and other diseases/injuries in animals.
- Ability to read, write and comprehend detailed animal care protocols and medical notes.
- Ability to understand basic medical terminology, physiology and anatomy.
- Have excellent organizational skills, multitasking skills, and ability to prioritize work.
- Effectively communicate information on both an individual basis and group situations and have excellent interpersonal skills.
- Excellent basic mathematical skills and the ability to accurately work with units of weight, volume and concentration.
- Strong common sense, focus and be able to work efficiently in fast paced environment and use a systematic approach. Excellent critical thinking and problem solving skills.
- Self-motivated and able to work independently with minimal supervision.



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- Patience and compassion for a wide spectrum of animals of various temperaments and conditions.
- Must be able to react calmly in emergency and/or high-stress situations.
- Basic skills of computer literacy with Microsoft Office and data entry.

WORK SCHEDULE

- Must come to work regularly and on time. Must be able to work a variety of shifts, including days, nights, weekends and holidays. Must be able to work early or late hours according to the needs of the department schedule.

WORKING CONDITIONS

- Fast-paced environment. Employees are exposed to numerous animals (live and deceased), including those with uncertain dispositions. They are required to act in a safe and responsible manner.
- Employees are exposed to moving parts, zoonotic diseases, aggressive/feral animals, toxic/caustic chemicals and radiography equipment.
- 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.
- While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to palpate, handle or feel; reach with hands and arms, climb or balance, stoop kneel, crouch, crawl; talk or hear and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.
- Indoor and outdoor conditions include: temperatures of 40-110 degrees, rain, wind, high heat and humidity, dry air and allergens.

The Pasadena Humane Society and SPCA is an Equal Opportunity Employer. It is our policy not to engage in discrimination against any individual, or harassment of any person seeking employment with our organization on the basis of race, color, national origin, religion, sex, gender identity, pregnancy, physical or mental disability, medical condition, ancestry, marital status, age, sexual orientation, citizenship, genetic information or status as a covered veteran including those with criminal histories, in a manner consistent with the requirements of applicable state and local laws. This policy applies to all employment practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws. Federal law requires proof of citizenship or "alien right-to-work" status. PHS maintains a drug-free workplace and performs pre-employment substance abuse testing.