Title: Intake Team Lead
Salary: $16.50/hour
Job Type: Full-time, non-exempt
Probationary Period: 3 months
Reports to: Director of Animal Care and Director of Rehabilitation
Location: SBWCN Wildlife Care Facility – Goleta, CA
Benefits: Health insurance, 401K eligible after 6 months of employment

Summary
Under the direction of the Director of Animal Care (Staff Veterinarian) and the Director of Rehabilitation (Hospital Manager), this position conducts initial intake examinations on patients at the Santa Barbara Wildlife Care Network. Duties for this position include supervising volunteers and interns in assisting with the intake, triage, and initial treatment process; communication of the status of new patients and the proposed treatment plan to animal care staff and ensuring that they are set up in appropriate housing for their initial needs; performing euthanasias when necessary; entering all new patient records in a complete and timely manner; and assisting with answering phone calls related to potential new patients as needed and time permitting. Additionally, this position assists with other aspects of rehabilitation and medical care and with updating protocols during slower parts of the year.

Essential Duties
- Assures that new patients are entered into the electronic medical records system upon admission.
- Triage new admits to determine what immediate care is required and which order examinations should be performed in.
- Thoroughly examines new patients and performs initial diagnostics, including basic blood work, x-rays, and ophthalmic exams.
- Formulates a plan to finish examinations on patients not stable enough for a full exam on admission.
- Coordinates with the veterinary team as needed to diagnose and treat new patients.
- In accordance with the center’s protocols, performs initial wound care, fracture immobilization, fluid therapy, medication administration, and other stabilizing care, in conjunction with the veterinary team where appropriate.
- Performs euthanasias on new admits when appropriate.
- Communicates examination findings and the treatment plan with appropriate animal care staff and ensures the animal is set up in appropriate housing in a timely manner.
- Enters medical records in a complete and consistent manner according to the center’s protocols.
- Completes Oiled Wildlife Care Network (OWCN) online basic trainings.
- Maintains a stocked and sanitary examination room and helps to maintain an organized pharmacy.
- Assists in drawing up controlled drugs at the center and maintaining accurate logs.
• Must maintain standards of cleanliness, efficiency, and organization: ensures that the Wildlife Center is kept spotlessly clean and sanitary, as appropriate for an animal hospital. This includes, but is not limited to, sterilization of equipment, upkeep of the kitchen, laundry, bathroom, and removal of trash and recycling all on a daily basis.
• Works as a team member with volunteers to respond to all public concerns regarding nuisance wildlife problems, species identification, injured/orphaned wildlife, etc. This includes answering the SBWCN Helpline, logging calls received, and referring callers to other local agencies as appropriate.
• Ensures that all SBWCN Volunteers maintain a pleasant, courteous and tactful position with the public at all times, no matter how difficult the situation.
• Keeps Director of Animal Care and Director of Rehabilitation advised on unusual wildlife releases and other newsworthy stories (such as unusual species, situations, etc.).
• Post photos and videos of animals in care to appropriate Slack channels for use by the communications team.

**Education/Experience**
• Must be able to undergo onsite training to work with the various species generally encountered at SBWCN.
• Prior experience triaging, examining, and stabilizing a variety of wildlife species strongly preferred.
• Must be able to undergo onsite radiography and euthanasia training and to handle controlled drugs.
• Must be current on rabies vaccination or willing to immediately receive vaccinations.
• Must be responsible, professional, and able to work effectively with minimal supervision once training has progressed.
• Stays curious and excited about new protocols and treatments for wildlife.
• Proven supervisory skills, including the ability to motivate volunteers and develop a positive team environment.
• Ability to work a flexible schedule, including early mornings, evenings, weekends and holidays.
• Willing and able to work collaboratively and cooperatively with others to solve problems constructively and resolve conflicts.
• Must demonstrate self-motivation and good interpersonal communication skills.
• Must be able to multitask and work well under fast-paced and sometimes stressful conditions. Willingness and ability to adjust tasks in accordance with changing priorities and deadlines.
• Must be able to stand for long periods of time and lift a minimum of 40 lbs.

**How to Apply**
Please send a letter of interest and a PDF resume, including 3 references with contact information, to Avery Berkowitz, DVM, at avery@sbwcn.org and Britt Rickman at britt@sbwcn.org.