



# THE WILDLIFE CENTER OF VIRGINIA

P.O. BOX 1557 • WAYNESBORO, VIRGINIA 22980 • 540-942-WILD • FAX 540-943-WILD

## Hospital Administration Assistant

### General Description

The Wildlife Center of Virginia, a non-profit wildlife hospital, is hiring a full-time Hospital Administration Assistant. This position will provide administrative support for the Veterinary Staff. The Hospital Administration Assistant will be supervised by the Vice President of Administration and will work closely with the Hospital Director/Director of Veterinary Services. This position will require working onsite as well as remotely. Forty hours per week is required, but scheduling is flexible.

### Duties and Responsibilities

The Hospital Administration Assistant has a wide range of responsibilities, including:

- Permits and reporting
  - o Manage, update and maintain rehabilitation permits with Virginia Department of Wildlife Resources and U.S. Fish and Wildlife Services
  - o Prepare and submit annual report to the Virginia Department of Wildlife Resources and U.S. Fish and Wildlife Services
  - o Contact Virginia DWR to report out-of-state admissions, species of concern, and legal cases
  - o Contact health departments to report rabies exposure
- Hospital maintenance/management
  - o Coordinate with the Veterinary Staff on the ordering of medical supplies, as well as submitting invoices for payment
  - o Keep a running inventory of staff pet supplies and medications and invoice staff members
  - o Coordinate the maintenance of hospital equipment
  - o Coordinate and facilitate building maintenance and repairs
  - o Develop and periodically review hospital protocols and policies
  - o Maintain medical records
  - o Help keep the clinic clean and organized
  - o Learn the processes behind the management of WILD-ONE, the patient management system
  - o Coordinate repair and maintenance to the vehicles often utilized by the Veterinary Staff
- Volunteer management and coordination of externs (students)
  - o Coordinate the schedules and contact with new externs
  - o Recruit new volunteers
  - o Coordinate training of volunteers
  - o Coordinate volunteer schedule
  - o Correspond with volunteers
- Other duties as required

### Qualifications

- Commitment to wildlife, conservation, and environmental protection.
- Ability to work calmly under pressure in a fast-paced environment
- Background in office management and administration preferred
- Strong communication skills, including commitment to providing helpful, accurate information
- Strong computer proficiency preferred
- Customer service experience preferred
- Training on WILD-ONE, permits, and all necessary procedures will be provided

## **Benefits and Salary**

The Wildlife Center of Virginia offers:

- Health insurance
- Paid sick leave and vacation time
- Pension plan to qualifying full- and part-time employees
- Pre-tax benefits, including child care, medical expense reimbursement, and others

The starting salary range for this position is \$26,000 to \$29,000, commensurate with experience and qualifications. Bonuses and raises will be based on performance.

## **Materials**

Interested? Send your résumé and cover letter, including salary expectations, to Lacy Kegley at [lkegley@wildlifecenter.org](mailto:lkegley@wildlifecenter.org) or mail to:

Wildlife Center of Virginia  
% Lacy Kegley  
P.O. Box 1557  
Waynesboro, VA 22980

**No phone calls please.** Center phone lines are best kept open for wildlife emergencies.  
Questions may be emailed to [lkegley@wildlifecenter.org](mailto:lkegley@wildlifecenter.org).