



THE WILDLIFE CENTER OF VIRGINIA

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

Hospital Manager

General Description

The Wildlife Center of Virginia, a non-profit wildlife hospital, is hiring a full-time Hospital Manager. This position will provide administrative support for the Veterinary Staff and will be the point of contact for the Center's WILD-ONE patient management/data analysis system. The Hospital Manager will be supervised by 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 Manager has a wide range of responsibilities, including:

- WILD-ONE management, supervision and development
 - o Serve as the primary contact and coordinator for WILD-ONE, the Center's patient management and data analysis system. This will include supporting outside WILD-ONE users [individuals and organizations] as well as communicating with the website hosts on improvements and upgrades
 - o Train students, volunteers, new staff, and users on WILD-ONE
 - o Work with outside researchers to provide WILD-ONE data
 - o Please note, WILD-ONE training will be provided; specific experience with WILD-ONE is not required before hiring
- 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
- Volunteer management and coordinating
 - 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 the environment
- 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

The Wildlife Center of Virginia offers:

- Health insurance
- Paid sick leave and vacation time
- Pension plan to qualifying full- and part-time employees

Materials

Interested? Send your résumé and cover letter, including salary expectations, to Dr. Karra Pierce at kpierce@wildlifecenter.org or mail to:

Wildlife Center of Virginia
% Dr. Karra Pierce
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 kpierce@wildlifecenter.org.