



## JOB DESCRIPTION

**Title:** Sea Turtle Rehabilitation Coordinator

**Supervisor:** Executive Director

**Status:** Full-time

**FLSA Exempt:** Yes

**SUMMARY:** *Working with the Executive Director, the Medical Director, and any Veterinarian(s) designated by the aforementioned Directors, the Sea Turtle Rehabilitation Coordinator manages all aspects of sea turtle care and husbandry. This position leads, trains, and manages rehabilitation volunteers, interns, and life support systems staff. Additionally, this position recruits and selects interns.*

### **RESPONSIBILITIES:**

#### **Sea Turtle Rehabilitation:**

- Manage all aspects of the daily care and husbandry for sea turtles in rehabilitation at KBSTRRC's sea turtle hospital. Oversee food preparation, feeding, changing water, scooping and cleaning tanks, holding and restraining both small and large turtles, weighing and measuring turtles, moving turtles, doing dishes and laundry, and cleaning and disinfecting the general facility.
- Lead, supervise, train, and manage the daily Team Leaders, the volunteer Medical Leads and med-qualified volunteers, interns, and the Life Support Systems Coordinator.
- Admit sea turtles to the sea turtle hospital. Conduct admission evaluations, collect biometrics and diagnostic information, record data in RaptorMed and paper charts, communicate findings with the Veterinarian(s) and Executive Director, and implement veterinary orders.
- Collect diagnostic information, including temperatures, heart rates, respiration rates, bloodwork, and radiographs, to facilitate veterinary decision making.
- Provide basic and advanced non-surgical medical care to stranded sea turtles in rehabilitation. Calculate medication doses, administer medication and fluids by PO/SQ/IM/IV/IC routes, treat wounds, assist feed, tube feed, remove barnacles, remove hooks (when possible, by non-surgical means), provide physical therapy, provide cold laser therapy, and other treatments as needed.
- Cover and ensure medical coverage for weekends and holidays. Cover and ensure coverage for new turtle admissions after hours and on weekends and holidays.
- Schedule and coordinate offsite diagnostic tests, procedures, and surgeries.
- Maintain diagnostic equipment including x-ray machine (along with radiation safety protocols and state permit), digital x-ray processor, iStat blood gas analyzer, Abaxis VetScan blood analyzer, ultrasound machine, centrifuges, endoscope, microscopes, and others.
- Back up Life Support Systems Coordinator in operating the life support system, including pushing water, cleaning filters, draining and filling tanks, and running water quality tests.
- Establish and ensure compliance with animal husbandry and facility protocols, as well as federal and state permits, guidelines and regulations.
- Design, produce, test, and implement behavioral environmental enrichment activities and devices to improve the quality of life for both short- and long-term patients.
- Organize and manage sea turtle releases.
- Produce STSSN stranding reports, release reports, end-of-year reports, and mortality reports for the NC Wildlife Resources Commission and other agencies as needed.
- Perform necropsies on sea turtles and prepare necropsy reports.
- Maintain inventory of medicine and supplies. Order medicine and medical supplies as needed. Manage receipt of donated medicine and supplies.
- Order medical equipment according to the organization's capital equipment plan.
- Prepare medical samples for shipment to diagnostic laboratories.
- Maintain electronic medical records database of sea turtle patients using RaptorMed.
- Organize and lead monthly Team Leader meetings.

- Implement and oversee treatment plans ordered by the Medical Director. Advise and update the Executive Director and the Medical Director about the progress of patients, and adjust and communicate changes to care accordingly.
- Make arrangements for transport of patients to the sea turtle hospital and/or between facilities (e.g., NC State CMAST, NC State CVM) as needed.
- Coordinate with other agencies in the placement of non-releasable turtles and arrange transport to approved facility for continuing care.
- Understand sea turtle rehabilitation permitting requirements and ensure they are met.

**Volunteer & Intern Coordination:**

- Supervise the daily Team Leaders. Manage the process of becoming a Team Leader.
- Supervise the volunteer Medical Leads and the med-qualified volunteers. Manage the process of becoming a Medical Lead and med-qualified.
- Recruit, select, supervise, and manage the internship program.

**Other:**

- Give educational presentations to visitors, assist in the Gift Shop.
- Support the KBSTRRC mission by participating in sponsored programs and events.
- Participate in special projects such as assisting interns with projects.
- Assist with organizational initiatives such as large renovation and expansion projects.
- Assist the Medical Director with clinically-applied research on sea turtles in rehabilitation.
- Other duties as required.

**REQUIREMENTS:**

- Bachelor's degree in a related field. Veterinary technician certification a plus.
- Minimum of 2 years of full-time job experience rehabilitating sea turtles.
- Demonstrated proficiency at the following with sea turtles: drawing blood, running blood diagnostics, taking radiographs, collecting and analyzing fecal samples, calculating drug doses, administering medication via all routes (PO, SQ, IM, IV, IC), administering wound care, removing barnacles, removing hooks by non-surgical means, PT, cold laser, handling, restraint.
- Demonstrated ability to communicate medical information accurately with veterinarians, follow veterinary orders, and comply with established medical protocols.
- Comfortable with the internet and standard office computer software (MS Office, G-Suite).
- Valid driver's license.
- Availability and willingness to work weekends and holidays.
- Good written and oral communication skills.
- Excellent interpersonal skills; ability to work well with staff, board, volunteers, visitors.
- Willingness to represent KBSTRRC and contribute towards our mission.

**ADA REQUIREMENTS:**

- Standing on a concrete floor for an extended period of time.
- Sitting at a computer for an extended period of time.
- Physical exertion such as bending, crouching, stooping, stretching, reaching, or similar activities.
- Lifting of moderately heavy items such as sea turtles, tanks, boxes of medical supplies, etc.
- Exposure to strong odors including cleaning products, seafood, and animal waste.
- Able to lift a minimum of 25 pounds.

**DISCLAIMER:** This job description indicates in general the nature and level of work, knowledge, skills, and other essential functions (as covered under the American Disabilities Act) expected. The Rehabilitation Coordinator may be asked to perform other duties as required.