



## POSITION DESCRIPTION

Department:	Athletics- Athletic Training
Classification Title:	Athletic Trainer II
Working Title:	Assistant Athletic Trainer
FLSA Status:	<input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt
Incumbent:	

### Position Summary

The Department of Intercollegiate Athletic sponsors 21 sports at the NCAA Division 1 level. All sports compete in the Big West Conference except for football (Big Sky Conference), wrestling and men’s swimming (Pac-12) and women’s swimming (MPSF). Women’s NCAA Division 1 sports programs are: basketball, volleyball, soccer, softball, cross country, indoor track and field, outdoor track and field, swimming and diving, tennis, golf, and sand volleyball. Men’s NCAA Division 1 sports programs are: football, basketball, baseball, soccer, cross country, golf, swimming and diving, tennis, outdoor track and field, and wrestling.

Under the direction of the Head Athletic Trainer, the incumbent provides support for all aspects of athletic training services for approximately 550 athletes in an NCAA Division 1 Athletic program.

### Duties and Responsibilities

The following examples illustrate typical work activities and are not meant to be all inclusive or restrictive:

Essential Job Functions	Daily	90%
<ol style="list-style-type: none"> <li>1. Physically prepare student athletes for practice and home and away competitions. Apply bandages, tape and braces to prevent and treat injuries. Use a variety of therapeutic modalities including, but not limited to, heat, cold, light, sound, electricity, and rehabilitation and exercise equipment. Provide emergency care for any injury that occurs and determine proper treatment.</li> <li>2. Evaluate and treat both acute and chronic injuries. Obtain medical history relating to the injury. Observe and palpate the injury and perform various stress tests to determine severity. Determine best course of treatment, which may include referrals to emergency rooms or a doctor’s office. If possible and prudent, give care to the athlete in the training room and follow up with rehabilitation.</li> <li>3. Determine the best course of action to return the athlete back to practice. Implement and oversee this program with the student athlete. Keep the coaches updated and involved, when possible, with the athlete’s care and exercises. Find exercises the athlete can do without aggravating their injury that are related to their specific sport. Design exercise programs that will keep the athlete in good cardiovascular condition without aggravating their injury. Educate the athletes about their injuries and treatments.</li> <li>4. Assist with the coordination of physician care and visits. Serve as doctor’s assistant when they are seeing athletes in the athletic training room or related facility. Fit athlete for any brace or splint required and for crutches if necessary. Take medical notes for each visit. Coordinate follow-up care with physicians and physical therapists or other related health care providers. Communicate with the physicians and physical therapists about the progress of athletes under their care as well as results from any diagnostic testing. Go to the doctor’s</li> </ol>		

office with athletes who will be having surgery whenever possible to make sure the athlete is informed and understands the options and risks related to surgery on the injury.

5. Facilitate athletic training room beginning of the year meetings with teams. Obtain medical history, pre-participation physical exam and insurance forms for each athlete at the beginning of each academic year.
6. Assist with the coordination of insurance and creation of medical files. Obtain insurance information each year for every athlete. Write all notification of injury and insurance information forms that are submitted to the insurance company. Determine what type of insurance program the athlete is under and get referrals or approvals for treatment when necessary. Call or send a letter for each athlete seeing a physician off-campus to the doctor's office outlining our insurance policy. Coordinate the athlete's visit and insurance coverage. Ensure that the athlete is seeing a physician under their insurance coverage or the insurance provided by Cal Poly. Inform the parents of the insurance policy provided by Cal Poly in the form a letter at the beginning of each new school year. Submit all claims and bills to Head Athletic Trainer. Create and maintain the insurance information, emergency cards and claim forms through electronic medical record keeping for every athlete. Explain training room policies as well as insurance guidelines.
7. Assist with the overall development and organization of the athletic training program provide direction and training to less experienced athletic trainers or student athletic trainers on how to evaluate an injury as well as give appropriate care to athletes. Teach in-services about emergency care, evaluations, rehabilitation programs and modalities. Assist in the development of written protocols and procedures. Develop relationships with sports medicine supply companies and assist in the inventory and ordering of athletic training room supplies. . Coordinate drug prevention programs and applicable drug testing requirements for student-athletes. Assist in monitoring the department budget. Participate in the daily maintenance and repair of the athletic training room equipment and supplies.

#### **Related Job Functions**

**As Needed**

**10%**

1. Perform other job-related duties and special projects as assigned
2. Maintain currency in the knowledge and skills necessary to facilitate industry-leading solutions

#### **Required Education, Experience, and Credentials**

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##### Education and Experience:

- Equivalent to bachelor's degree in athletic training, physical education, kinesiology or related field of study and two years of experience as a certified Athletic Trainer in a high school or college environment or combination of education and work experience which provides the required knowledge and abilities.

##### Licenses, Certificates, Credentials:

- Possess a valid driver's license or the ability to obtain by date of hire.
- Possess and maintain Board of Certification (BOC) certification for Athletic Trainer.
- Must be a member in good standing with the National Athletic Trainer's Association (NATA).
- Must maintain First Aid and CPR/AED for the Professional Rescuer.

#### **Required Skills, Knowledge, and Abilities**

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1. Thorough knowledge of and demonstrated ability to apply the principles and practices of conditioning and injury prevention, assessment and rehabilitation.
2. Demonstrated leadership and administrative skills in coordinating conditioning and rehabilitation programs and managing and treating injuries.

3. Thorough knowledge and demonstrated ability to provide emergency and preventative care through taping, bracing, massaging and use of various therapeutic modalities.
4. Proficiency in effective use of rehabilitation and exercise equipment.
5. Thorough knowledge of organizing and maintaining medical records, including insurance, following Health Insurance Portability and Accountability Act (HIPAA) standards.
6. Proven skill to effectively assess and evaluate injuries and their severity. Demonstrated ability to determine whether additional medical services are warranted.
7. Thorough knowledge and understanding of the rules, regulations and guidelines set forth by the NCAA regarding medical services warranted.
8. Demonstrated ability to recognize life-threatening situations and administer the appropriate emergency aid.
9. Thorough knowledge and understanding of Occupational Health and Safety Administration (OSHA) standards for blood borne pathogens.
10. Excellent interpersonal and communication skills to develop effective working relationships with athletes and to serve as liaison among athletics, coaching staff, parents, physicians and other health care professionals.
11. Demonstrated customer service experience requiring a very high level of diplomacy and professionalism.
12. Ability to use tact and diplomacy to effectively handle a broad range of high level and sensitive interpersonal situations with diverse personalities, and to respond appropriately to conflicts and problems.
13. Ability to initiate, establish, and foster communication and teamwork by maintaining a positive, cooperative, productive work atmosphere in and outside the University with the ability to establish and maintain effective working relationships within a diverse population and with those from various cultural backgrounds.
14. Excellent communication skills; ability to effectively communicate information in a clear and understandable manner, both verbally and in writing.
15. Thorough knowledge of English grammar, spelling and punctuation.
16. Ability to interpret, communicate and apply policies and procedures.
17. Demonstrated ability to maintain a high degree of confidentiality.
18. Excellent organizational and time management skills with the ability to set own priorities to coordinate multiple assignments with fluctuating and time-sensitive deadlines.
19. Excellent computer skills and proficiency with a variety of computer applications including word-processing, spreadsheets, databases, on-line systems, Internet as well as online calendaring and email.
20. Working knowledge of or ability to quickly learn University infrastructure, policies and procedures.

### **Preferred Skills and Experience**

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- Five years of experience as a certified athletic trainer.
- Master's degree in applicable field of study.
- NCAA Division I experience.
- Experience working football as an athletic trainer

### **Special Conditions**

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- Must be willing to travel and attend training programs off-site for occasional professional development.
- Must be able to work overtime, occasional holidays, and adjust working hours to meet special jobs. May be called back periodically to perform work as needed on an emergency basis.
- The person holding this position is considered a 'mandated reporter' under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Must be able to successfully pass a pre-employment background/fingerprint check.

