**Job Description**

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| **Job Title:**  | Head Athletic Trainer  | **Location:**  | Christiansen Gymnasium |
| **Department:** | Athletics | **Reports To:** | Director – Athletics & Recreation |
| **Division:** | Student Services | **Pay Grade:** | P5 |
| **FLSA Status:** | Exempt |  |  |

**SUMMARY**

Provides injury assessment, treatment, management and rehabilitation services for student-athletes. Assists coaches, with the design and implantation of injury prevention programs, including injury recognition, evaluation and management. Assumes responsibility for adherence to rules and regulations governing the College and our athletic governing body.

### Essential Duties and Responsibilities

This list includes but is not limited to the following:

* Directs and administers the provision of athletic training services including the prevention, care and rehabilitation of athletic injuries of the athletics teams
* Provides first aid and emergency care for athletic-related injuries and determines appropriate medical referral as warranted
* Organizes and directs pre-participation Physical Exams for all student-athletes
* Coordinates and assists with home and away event athletic training coverage
* Works closely with assigned coaches and teams on all general and physical health matters
* Documents all student-athlete injuries appropriately and through electronic medical records systems
* Provides appropriate information regarding any student-athlete injury
* Processes and coordinates all insurance paperwork through our insurance and medical providers
* Counsel, educates, and provides continued communication with coaches, student-athletes and parents until the injury is resolved
* Purchases, inventories, and monitors all supplies and equipment for Athletic Training
* Assumes responsibility for adherence to rules and regulations governing the College and our athletic governing body
* Displays ethical and professional behavior in working with student-athletes, parents and internal and external constituencies
* Performs equipment safety and calibration checks yearly for all athletic training equipment.
* Builds and maintains relationships with allied healthcare professionals in the area.
* Coordinates and/or provides athletic training and/or first aid staff for athletic camps, clinics or other athletic events as required by the Director - Athletics and Recreation
* Updates athletic training policies, standard operating procedures and emergency action plans each year as required.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, coworkers, students, and the community.

**Marginal Duties**

* Performs other duties as assigned

**REQUIRED MINIMUM QUALIFICATIONS**

The following requirements represent the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

Bachelor’s degree from a four-year college or university and three years full-time equivalent related experience and/or training; or a Master’s degree and one-year full-time equivalent related experience and/or training.

**Certificates, Licenses, Registrations**

The following are required before hire:

* Certification by the National Athletic Trainers’ Association (ATC)
* Licensure by the Idaho State Board of Medicine (LAT)
* Basic Life Support/Professional Rescuer or Beyond certification
* First Aid Certification
* Current valid Driver’s License

**Knowledge, Skills and Abilities**

* Extensive knowledge of athletic injury recognition, treatment, and prevention strategies
* Ability to provide qualified and adequate athletic training coverage for student-athletes
* Ability to foster relationships with graduate athletic training programs and mentor/precept graduate athletic training students
* Ability to operate an electronic medical records system
* Ability to travel with teams as needed
* Ability to handle multiple tasks in a fast-paced environment as needed.
* Ability to responds to emergency situations in a timely manner.
* Strong written and verbal communication skills
* Proficient skills using Microsoft Office applications.
* Ability to operate standard office equipment including phone and copier

**Physical Demands and Work Environment**

The physical demands and work environment described here are representative of those that must be met or are encountered by an employee in the normal course of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and to use fingers and hands to keyboard or type and handle materials. The employee is occasionally required to reach with hands and arms. The employee must frequently lift and/or move up to 50 pounds.

While performing the duties of this job the employee is frequently exposed to outside weather condition; extreme cold and extreme heat. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles or blood borne pathogens. The noise level in the work environment is usually moderate.

This position in not eligible to perform their duties in a remote capacity. This position will be expected to work non-traditional days and hours including holidays, early mornings, evening, nights, and weekends. Daily and overnight travel with teams may be expected throughout the year to cover practices, games and post season.

April 2024