POSITION DESCRIPTION

Job Title:	Certified Athletic Trainer		Date:	April, 2018
Department:	Athletic Department		Last update:	April, 2018
Reports To:	Athletic Director			
Status:	X Exempt	Non-Exempt	Classification:	11 Months
	X FT	PT		

POSITION SUMMARY:
The Certified Athletic Trainer (ATC) is responsible for the prevention recognition, assessment, treatment and rehabilitation of athletic injuries and serves as a liaison between the coaches, physicians, student athletes and parents. The ATC ensures athletic training coverage for practices and competitive events, and manages the budget and inventory of athletic training supplies. The ATC also performs functions associated with their professional scope of practice, as established by the National Athletic Trainers Association (NATA) under the six domains of athletic training.

MISSION AND CORE VALUES:
The Academy of the Holy Cross, a Catholic College preparatory school sponsored by the Sisters of the Holy Cross since 1868, is dedicated to educating young women in a Christ-centered community which values diversity. The Academy is committed to developing women of courage, compassion and scholarship who responsibly embrace the social, spiritual and intellectual challenges of the world.

All faculty and staff must demonstrate a commitment to the Core Values of the Academy: community, Catholic identity, academic excellence, educating the whole person, tradition, diversity, leadership, single-sex education, environment, and communication.

The ATC provides student-athletes with quality care under the domains set forth by the National Athletic Trainers Association (NATA); establish and maintain effective relationships with student-athletes, their parents and the community.

Demonstrate continued commitment to keeping abreast of updated medical techniques in order to enhance the overall quality of the healthcare provided to the student athletes.

Maintain the highest standards of quality consistent with the National Athletic Trainers Association (NATA) Standards of Professional Practice.

PRINCIPAL RESPONSIBILITIES:

Prevention

- Attendance at athletic contests and practices
- Education of coaches and student athletes in health, nutrition, and safety related matters
- Assistance in developing team conditioning programs
- Assistance in screening student-athletes for participation, including collection and review of physical evaluations
- Assistance in safety inspecting of practice and game facilities
- Assistance in developing emergency action plans

- Assistance in implementing system-wide concussion and heat acclimatization plans
- Assistance in determining ambient temperatures and heat-related restrictions
- Administration of Baseline Concussion Testing

Injury Recognition and Evaluation
- Assessment of emergency conditions or situations
- Evaluation of acute and chronic athletic injuries or conditions
- Recognition of general medical condition

Immediate Care
- Implementation of standard emergency first aid procedures
- Recommendations for follow-up treatment
- Coordination/Activation of emergency medical care

Treatment and Rehabilitation
- Application of appropriate interventions regarding athletic injuries
- Recommendations and monitoring of rehabilitation exercises for athletic injuries
- Instruction on methods for maintaining overall body conditioning while injured
- Education of the injury and direction of care
- Supervision of student-athlete's return to activity
- Referral of student-athletes to more specialized care for injury management
- Coordination of outside care and treatments

Organization and Administration
- Maintenance of athletic training room
- Budget, order, and keep inventory of all athletic training room supplies and resources
- Accurate documentation of all daily treatments, injuries and referrals
- Assistance in completing Injury Reports/Emergency Medical Reports
- Creation of end-of-season injury summaries
- Routine communication between parent or guardian, coach and therapist or physician

Professional Responsibilities
- Maintain a high level of professionalism at all times
- Comply with all local, state, and federal rules, requirements, and laws related to athletic training
- Reports to any suspected or known violation of a rule, requirement, or law to proper authorities

Additional Responsibilities
- Conduction CPR/AED certified training for coaches and athletic department
- Maintain certification and active membership in the National Athletic Trainers Association (NATA)
- Perform other related duties as assigned
- Assist with Summer Camp Programs

JOB REQUIREMENTS:

EDUCATION:

- Bachelors' degree from an accredited four-year college or university in Exercise Science or related field
- First Aid/CPR/AED Certification
- NATA Board Certification

EXPERIENCE:

- Must have a minimum of 2 years' experience as a Certified Athletic Trainer at high school or intercollegiate level
- Must have knowledge of CPR/AED and emergency medical procedures
- Must have thorough knowledge of sports rules and regulations

SKILLS

- Must have strong interpersonal skills and excellent communication skills
- Must be proficient with Microsoft Office Suite and Google Docs
- Must have excellent organizational skills with the ability to maintain accurate records
- Must be able to manage multiple tasks at the same time
- Must be able to manage difficult situations
- Must be available to work late evening and some weekends for tournaments and practices
- Must be able to work outside 95% of the time during fall, winter, and spring sports
- Experience teaching a sports medicine class preferred
- Knowledge of electronic injury tracking software
- CPR/First Aid Instructor certified