

Posted: 01/27/2020

Salary range: \$44,605.00-\$49,561.00

Status: Full-time 12-month position



We are currently seeking an experienced **Head Athletic Trainer**, to join our competitive NAIA athletics program. The qualified candidate will be responsible for coordinating and administrating the delivery of institutional athletic training services to all student-athletes including, but not limited to: injury prevention, evaluation, management, and treatment of athletic injuries, short-term and long-term rehabilitation of athletic injuries, education and counseling of student-athletes, and athletics related health care administration. Additional responsibilities include supervision of staff including assistant athletic trainers, student-assistants, and volunteers as well as administrative duties as assigned by the Athletic Director.

Essential Functions

- Oversee an athletic training program that meets the health care needs of all student-athletes including the prevention, assessment, care, management, rehabilitation, healthcare administration, education and guidance of the injuries sustained in The College of Idaho intercollegiate athletics.
 - Develop and administer rehabilitation programs for athletic injuries, including scheduling and assigning students for therapy. Design conditioning programs to prevent injuries.
 - Provide health care information and counsels student-athletes, coaches, administrators, and when appropriate, parents regarding the physical, psychological and emotional health and well-being of the student-athlete.
 - In consultation with the team physician and on-site physical therapist, verifies the student-athlete's welfare regarding decisions about returning to participation after injury.
 - Maintain appropriate medical records of injuries, treatment plans, and progress.
 - Consult with physicians, and other health professionals on injuries and treatment plans, and coordinate with the coaching staff. Inform coaching staff and other health professionals on the status of injuries and treatment plans. Counsel student-athletes and staff regarding conditioning, athletic training, and rehabilitation.
- Develop schedules for athletic training coverage during practices and competitions (home and away); develops daily training room hours of operation.
 - Works collaboratively to provide each team an assigned athletic trainer.
 - Attend practices and athletic events and provide medical emergency coverage to student-athletes.
 - Travel with sports team to away games as needed.
- Develop program budget within the allocated institutional resources and manages expenditures of funds within the development budget.
- Responsible for the daily maintenance and upkeep of the athletic training room, equipment, and inventory of supplies.
- Hire, train and supervise assistant athletic training staff, student workers, interns, and volunteers.
- Recordkeeping and documentation consisting of:
 - Maintain up-to-date individual medical records for each student-athlete
 - Complete injury reports and treatment logs
 - Detailed and accurate medication logs
 - Assist in maintaining student athlete insurance records and monitoring and verifying insurance billings.
- Maintain current concussion policy; educate Athletics staff annually.

- Develop and maintain emergency action plans for all permanent and temporary practice and competition venues in accordance with College risk management guidelines and state regulations; educate Athletics staff and others, as appropriate, on an annual basis.
- Develop and maintain department guidelines, policy and procedure in accordance with national best practices.
- Organize and administer drug testing per department policy; Counsel, refer and document positive drug test results.

Additional duties as assigned

Knowledge, Skills, and Abilities

- Knowledge of sports medicine and related fields; body mechanics, principles, flexibility and strength training; basic elements of pedagogy of sports medicine.
- Knowledge of operation, use, and minor repair of sports medicine equipment, operation and use of weight training and fitness equipment.
- Knowledge, or ability to gain knowledge, of rules, regulations, and guidelines established by the National Association of Intercollegiate Athletics (NAIA) and National Athletic Trainers' Association (NATA) pertaining to student athletes, their training, sports medicine care, and health and safety; knowledge of OSHA standards for handling blood borne pathogens.
- Knowledge of maintaining medical records, including HIPAA standards, and following insurance procedures.
- Proficient in the use of Microsoft Office suite, Sportware or similar medical records software.
- Excellent communication skills, both oral and written, in English
- Ability to maintain a high level of customer service
- Must be self motivated, willing to work independently
- Detail oriented while adhering to guidelines, performance standards and policies
- Must possess a strong work ethic and unquestioned personal integrity

Qualifications

- Bachelor's Degree in Athletic Training (or related field) required, Master's degree preferred
- Licensure/Certification:
 - Must be certified by the National Athletic Trainers Association (NATA) and be in good standing
 - Must be licensed, or have the ability to obtain licensure, to practice athletic training by the Idaho State Board of Medicine
 - Current CPR/First Aid certification
- Minimum four years work experience as a certified athletic trainer with progressive responsibility including at least one year of experience in a lead capacity with some responsibility for program administration and some experience at the college level
- Minimum two years of supervisory experience of professional athletic training staff preferred
- Must possess strong interpersonal and communication skills to develop effective working relationships with athletes and serve as a liaison among athletes, coaching staff, parents, physicians, and other health professionals
- Good organizational skills with excellent oral and written communication skills
- This position is subject to evening, weekend and variable working hours including holidays.
- Must be able to travel for several days at a time.
- Must possess a current valid driver's license, be vehicle insurable with a good driving record in accordance with The College of Idaho's vehicle policy

Candidates must be authorized to work in the United States as of the expected hire date and throughout the date of the contract without sponsorship from The College of Idaho.

Candidates meeting qualifications listed above should submit a cover letter addressing their qualifications for the position, a current resume, and the names and contact information of three (3) references, two (2) management and one (1) professional to hr@collegeofidaho.edu. Application review will begin immediately; applications will be accepted until suitable candidates are selected.

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The College of Idaho is proud to be an equal opportunity employer. We are committed to attracting, retaining, and maximizing the performance of a diverse and inclusive workforce.