

Saint Michael's College Job Description

Job Title: Athletic Trainer

Department: Athletics

Supervisor or Manager: Head Athletic Trainer

Date Created: 06/04/2009

Last Revised: 08/23/2023

Our Mission: It is the mission of Saint Michael's College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:

- Appropriate health care is provided to student-athletes
- Accurate and complete injury records and student-athlete files are maintained
- Coverage of practice and home games is provided as assigned by Head Athletic Trainer
- Effective communication is maintained with Athletics Department Staff, SMC Health Services, Team Physician, and local health care providers
- A clean and healthy athletic training room environment is maintained
- All institutional and departmental policies are followed

Essential Duties and Responsibilities:

- Provides appropriate care to student-athletes
- Uses therapeutic modalities appropriately when needed
- Communicates and works effectively with Team Physician, athletic training room staff, coaches, SMC Health Services, and student-athletes regarding student athletes' health and well being
- Ensures that all athletes have physicals and complete yearly health reviews and all other forms (i.e. HIPPA, FERPA, NCAA, etc.)
- Evaluates injuries, completes and documents accurate injury evaluations, and prescribes courses of treatment/rehabilitation
- Applies appropriate taping techniques to injured athletes, effectively supporting injured area
- Contacts away host athletic trainer for teams traveling without an athletic trainer as determined by head athletic trainer
- Advises student-athletes/coaches regarding injury prevention
- Understands, utilizes, and assists with injury tracking and concussion software
- Ensures appropriate athletic training supplies, ice/water, and stocked medical kits are provided for practices and games
- Provides practice and home game coverage for athletic teams as assigned
- Provides coverage of athletic teams away practices and games as assigned
- Attends all department and athletic training room meetings
- Efficiently assists with budget to ensure that athletic training room needs are met
- Assists in inventory organization system
- Assists in end of year inventory assessment
- Assists in the purchasing of equipment and supplies
- Assists with bids to various potential vendors and completes purchase order requests
- Supervises student athletic trainers as assigned
- Within the regulations of HIPPA and FERPA, communicates with coaches, doctors, SMC Health Services, and parents regarding the health of student-athletes
- Organizes student-athlete files in a logical and orderly manner
- Is responsible for anything related to student-athlete health insurance as assigned
- Assists with the maintenance and care of all athletic training room equipment (ultrasound, electric stimulation, rehab equipment, golf cart, etc.)

- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

Secondary Responsibilities:

- Provides service or accompanies student-athletes (if possible) to hospital ER/MD appointments
- Assists student-athletes/coaches with fitness/weight training programs
- Supervises and instructs athletic training students from other colleges and universities if applicable
- Travels to away contests as determined

Positions Supervised:

- Student Workers

Major Contacts:

- Student-athletes and their parents
- SMC Athletics Department Staff
- SMC Health Services
- SMC Fire and Rescue
- SMC community at large
- SMC Team Physician
- Doctors of student-athletes
- Competing teams' athletic trainers, athletes, coaches, athletic training students, and athletes' parents

Demonstrates Excellence:

- Maintains National Athletic Trainers Association Certified Athletic Trainer and Vermont State Licensed Athletic Trainer status in good standing
- Attends conferences and athletic trainer meetings, and reads appropriate journals to stay abreast of current research and therapeutic techniques/trends and also to satisfy NATA continuing education requirements
- Completes accurate written injury evaluations in order to maintain continuity of treatment for student-athletes
- Remains knowledgeable of therapeutic modalities and is highly competent in the use of therapeutic techniques
- Works with Team Physician and Health Services
- Consistently cross-checks current health review information against current varsity team rosters for accuracy
- Educates student-athletes proactively regarding their injuries, treatment, rehabilitation, and expectant return to play
- Counsels and is sensitive to student-athletes' needs regarding psychological aspect of injury and recovery
- Refers student-athletes to appropriate medical services when necessary (i.e. Health Services, Team Physician, orthopedic doctor, nutritionist, psychologist, etc.)
- Instructs student-athletes/coaches regarding stretching, fitness, weight training, and sport-specific training programs
- Updates coaches regularly regarding status of injured athletes and relays important information in a timely manner

Education and Work Experience:

- Bachelor's degree mandatory, master's degree preferred
- At least one year of experience (recommended) as a NATA Certified Athletic Trainer

Analytic Skills:

- The ability to assess the results of various analytical techniques in order to identify cause-and-effect relationships and then develop plans to change a situation

Language and Literacy Skills:

- Reads and interprets documents such as operating instructions, procedure manuals, and college policies to guide own behavior
- May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects
- May need to respond to questions and solve problems for people using communications skills
- Has the demonstrated ability to prepare or revise written reports or other documents

Computer/Technology Skills:

- Familiarity with Microsoft Office products
- Proficiency with injury tracking software

Licenses, Certifications and Other Requirements:

- NATA Certified Athletic Trainer
- State of Vermont Licensed Athletic Trainer
- Certified in First Aid and CPR/AED for the Professional Rescuer
- Must meet driver's eligibility requirements as stated in the Saint Michael's College *Vehicle Use Policy*

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Athletic Trainer, the employee is required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Use of own vehicle required for off campus game/practice coverage required/may be necessary

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.