

Madonna University

Job Description

Job Title: Head Athletic Trainer
Department: Athletics
Reports To: Athletic Director
Prepared Date: September 2023

SUMMARY

The position is responsible for all aspects of the Madonna University health care for intercollegiate student-athletes in conjunction with all athletic training staff. Establishes and maintains lines of communications with team physician and other athletic trainers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Oversees the overall management of the training room operations to include ordering supplies and maintaining inventory, upkeep and cleanliness and proper working order of the athletic training facilities and equipment on a daily basis, providing adequate coverage of the facility and working with staff to ensure coverage of all athletic events.
2. Oversees athletic trainers to help manage and assist the team physician in the pre-participation of physical exams for each student-athlete.
3. Maintains medical records for all student-athletes to include physical exams, insurance and family information, medical histories, records of injury evaluation, records of daily treatment and records of each insurance claim filed. Assists with coordinating insurance claim processing with athletic business manager and Athletic Director.
4. Implements injury prevention programs whose minimum requirements include pre-game and practice taping and strapping, implementing flexibility and strengthening programs, consulting coaches on environmental considerations (heat and humidity) and maintaining and applying protective equipment.
5. Evaluates athletic injuries to include obtaining medical history and running a battery testing procedures to identify the injury and judge the severity of the injury as directed by standardized protocols.
6. Treats injuries by providing emergency care and first aid procedures for the injured student-athletes as directed by standardized procedures and/or a physician's recommendation.
7. Establishes the proper referral procedure for injuries which require the opinion of the team physician or medical specialist, emergency room, orthopedist, internist, dentist, etc.
8. Designs and supervises implementation and rehabilitation programs for each injury which at a minimum includes implementation of proper rehabilitation protocol as determined by established medical standards or a physician's prescription, monitoring and documenting the individuals' progress while adjusting the program the student-athletes tolerance and establishing a safe and graduated return to activity or the sport.
9. Maintains NATA certification by following standards of continuing education.
10. Travels with teams to designated events, primarily post-season championships.
11. Provides practices and home game coverage for designed sports which may include weekend coverage.
12. Assists with student employment processes as needed.
13. Represents the athletic training room on the athletic department leadership council.
14. Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include interviewing, hiring and training; planning, assigning and directing work of employees AND/OR student workers; addressing complaints and resolving problems.

MADONNA UNIVERSITY RESERVES THE RIGHT TO ASSIGN OR REASSIGN DUTIES AND RESPONSIBILITIES TO THIS JOB AT ANY TIME

QUALIFICATIONS

The above statements reflect the general responsibilities of the position and should not be construed as a detailed description of all the work requirements that may be inherent in this position. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Must have a valid driver's license, commercially insurable driving record, and own transportation. May be required to work outside of normal working hours. Travel may be required, evening and weekend hours expected.

EDUCATION AND EXPERIENCE

Bachelor’s degree; master’s degree preferred; CSCS Certification preferred, or three to five years related experience and training; or equivalent combination of education and experience and training.

May be required to work outside normal business hours.

MANAGERIAL SKILLS

Essential managerial skills include directing (organizing, energizing, and supervising), negotiating, planning and problem solving, facilitating the work of others, clarifying goals and objectives, obtaining and giving feedback, delegating, team building, effectively communicating, evaluating, and initiating change. Ability to define problems, collect data, establish facts, and draw valid conclusions in an extensive variety of situations. Ability to appropriately handle confidential material and maintain integrity and confidentiality of data.

RELATIONAL SKILLS

Embrace, uphold, and promote the values of Madonna University, with a sense of commitment to our mission and the future of the institution. Commitment to diversity, equity, inclusion, and cultural awareness in order to strengthen a sense of belonging for all students. Ability to demonstrate genuine empathy and care for students, their challenges, and their success. Ability to work collaboratively and enthusiastically in a team environment. Demonstrated knowledge of and sensitivity to students from diverse backgrounds and the ability to recognize and respond to the unique needs of diverse, underrepresented, and marginalized students.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, use whole numbers, fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

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. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to touch, handle, or feel; and talk or hear. The employee is may be required to reach with hands or arms, stoop, kneel, or crouch. Employee may occasionally lift and/or move up to 15 pounds. Reasonable accommodations may be considered to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Supervisor Approval _____ Date _____
Initial

HR Approval _____ Date _____
Initial