

PROFESSIONAL POSITION DESCRIPTION

Position Title: Athletic Trainer
Division: Enrollment Management
Department: Athletics
Location: Costello Sports Complex (Gorham)
Schedule: Varied including nights and weekends
Reports to: Head Athletic Trainer

STATEMENT OF THE JOB:

The Athletic Trainer provides for the prevention, evaluation, management, and rehabilitation of injuries sustained by intercollegiate student-athletes. This includes emergency/acute care, evaluation, referral, modality application, and educational counseling relating to the student-athlete's overall wellness. Responsible for overseeing pre-participation physical evaluation (PPE) screenings of prospective student-athletes in coordination with USM Health and Counseling Services. Also, responsible for the clinical instruction, supervision, and proficiency evaluation of athletic training majors pursuing a Bachelor of Science degree in Athletic Training.

ESSENTIAL FUNCTIONS:

- Provide day to day health care management for USM student-athletes.
- Provide pre-event and post-event health care assistance to home and visiting team members.
- Assists visiting team athletic training personnel. This includes direct supervision and intervention support utilizing USM's established Emergency Action Plan (EAP).
- Perform emergency evaluations, referrals and secure emergency transportation based on USM's EAP.
- With consultation with Head Athletic Trainer and sports medicine physicians, determine injured student-athletes' restrictions on participation.
- Employ policies, procedures, and protocols for athletic training services based on professional standards, NCAA recommendations, team physician's advice and departmental criteria.
- Provide sound prevention, evaluation, management, treatment, and rehabilitation services to injured student-athletes and supervise athletic training students in the implementation of these services.
- Provide appropriate medical supplies and equipment for all athletic practices, games and events.
- Provide health care coverage at all home athletic contests and practices as appropriate.
- Assist with maintenance of athletic training facilities, supplies, and equipment. This includes inventory and assisting Head Athletic Trainer with compiling lists of supply and equipment needs annually.
- Maintain current medical files and computerized records, PPE screenings, medical history questionnaire updates, health insurance coverage by the student-athlete, and emergency information for each USM student-athlete.
- Assist Head Athletic Trainer with organizing and administering annual PPEs and medical history updates of all student-athletes.
- Consult with coaches and student-athletes regarding proper training techniques, nutrition, strengthening programs, risk management issues, and other injury prevention methods.

- Record all reportable injuries and treatments in each student-athlete's medical file and on computer recordkeeping system as appropriate.
- With consultation of Head Athletic Trainer, refer athletes to appropriate allied health professionals when warranted.
- Travel requirements may include away contests (e.g., ice hockey); with teams traveling on spring training trips; and, with the majority of teams traveling to post-season tournaments (e.g., LEC, ECAC, NCAA, etc.).
- Additional duties s reasonably assigned.

SPECIAL ESSENTIAL FUNCTIONS/RESPONSIBILITIES:*

- Provide direct clinical supervision, instruction, proficiency skill evaluation, and required paperwork for students majoring in Athletic Training. Athletic Training student to staff ratio may be up to but will not exceed 4:1.
- Serve as Preceptor for students majoring in Athletic Training.
- Regularly communicate with the ATEP Program Director and Clinical Coordinator regarding student progress and clinical education requirements.
- Broad access, including but not limited to master key or swipe card access, to University facilities, residences, or apartments.
- Direct access to or responsibility for controlled or hazardous substances.
- Direct responsibility for safety and security of employees, students, minors, and/or visitors or property.
- Ability to provide own transportation (fully insured vehicle), provide proof of a valid driver's license, and compliance with Maine law regarding vehicle insurance.

SUPERVISORY RESPONSIBILITIES:

- Clinical supervision of athletic training students.
- Supervision of student employees.
- Demonstrates knowledge and experience in maintaining a safe working/learning environment.

BUDGET RESPONSIBILITIES: N/A

PUBLIC AND PROFESSIONAL ACTIVITIES RELATED TO JOB PERFORMANCE:

- Engage in professional development activities in order to stay abreast of current trends, policies, guidelines, and position statements provided by regulatory bodies in athletics, law, medicine, and allied health care fields associated with the health care and safety of intercollegiate student-athletes.
- Hold memberships in state, regional and national organizations and take an active role when appropriate.
- Maintain certification with the Board of Certification by acquiring appropriate hours continuing education (CE).
- Maintain State of Maine licensure in Athletic Training.

INTERNAL AND EXTERNAL CONTACTS:

Internal: University Health and Counseling Services; Department of Exercise, Health and Sport Sciences; University Environmental Health and Safety; Public Safety

External: Allied Health Professionals; Local Emergency Medical System; USM Departments; Physicians

KNOWLEDGE, SKILLS, AND ABILITIES:

- Thorough knowledge of Athletic Training and related fields.
- Leadership and organizational skills.
- Ability to communicate effectively.
- Strong interpersonal skills.
- Ability to work effectively with students and other University personnel.
- Sensitivity to individual differences and special populations.
- Possess an attitude that fosters a respectful, non-threatening workplace environment.

QUALIFICATIONS:

Required:

- Master's Degree in Athletic Training or related field.
- Minimum of two years professional experience in Athletic Training (includes graduate school).
- Maintain Preceptor role in Athletic Training Education.
- Eligible for American Red Cross First Aid, CPR and AED Instructor Certification (must be obtained within six months of appointment).
- Eligible for American Red Cross Professional Rescuer CPR and AED Instructor Certification (must be obtained within six months of appointment).

License/Certifications:

- BOC Certification
- Eligible for a State of Maine Athletic Training license (must be obtained by time of appointment).

Preferred:

- Minimum of 3 years of professional experience in Athletic Training preferably at the NCAA Division III level.
- Engage in professional development activities to stay abreast of current trends, policies, guidelines, and position statements provided by regulatory bodies in athletics, law, medicine, and allied health care fields associated with the health care and safety of intercollegiate student-athletes.
- Knowledge and experience with web-based medical record systems and for concussion baseline testing.
- Experience with a variety of men's and women's sports.
- Demonstrated ability to communicate effectively both orally and in writing.
- Knowledge and experience with CAATE Accreditation Standards.
- Teaching of athletic training and related courses at the college level.
- Experience providing clinical supervision, instruction and proficiency evaluation of athletic training students.

***NOTE:** All individuals who are recommended to fill and subsequently offered a position with **special essential responsibilities** as listed above, or other licensure or certification, shall have the following additional applicable background screening completed (in addition to regular and standard background screening) based on the responsibilities of the position: Credit history screening, and/or Sex offender registry screening, and/or Federal criminal history screening and/or License/certification verification.

For Human Resources Use

Date Approved: January 2021

Date Revised:

Job Family: 02

Salary Band: 03
Unit: UMPSA
CUPA code:
Employee:
Position #: 00010102, 00025319