

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Athletic Trainer

Department: Kinesiology & Athletics

Location: EVC or SJCC

Date: 2016

POSITION PURPOSE

Under the direction of assigned administrator, administers rehabilitative treatment and therapy and attends to minor medical injuries in coordination with the team physician to athletes engaged in men's and women's intercollegiate sports.

KEY DUTIES AND RESPONSIBILITIES:

1. Administer therapy and rehabilitative treatment to athletes as prescribed by the team physician.
2. Confer with team physician or athlete's position in designing special exercise programs for injured athletes.
3. Inform physician or athletes' progress in rehabilitation program.
4. Tape/wrap ankles, knees, wrists, fingers or ribs, of athletes prior to practice or games to support muscles and ligaments.
5. Travel to and attend athletic events and perform emergency first aid in the event of injury to players.
6. Operate and maintain a variety of therapeutic equipment.
7. Make medical appointments for injured athletes.
8. Clean, dress and bandage minor injuries.
9. Advise coaches on the status of injured athletes.
10. Transport injured athletes to hospital or physician as necessary.
11. Assist the team physician in conducting physical examinations, collecting health history, and consent forms.
12. Maintain accurate and detailed records of all injuries, treatment and recommendations.
13. Complete insurance related forms for injured athletes and route forms to appropriate office.
14. Order athletic training room supplies and monitor usage of supplies so as not to exceed the budget.
15. Maintain security and ensure the safe and proper handling, storage and labeling of hazardous waste which may include performing any departmental inspections as required by regulatory agencies.
16. Clean, disinfect and maintain equipment in the training room.
17. Obtain and maintain Material Safety Data Sheets.
18. Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

1. Symptoms and treatment for athletic injuries.
2. Taping, bandaging and therapeutic techniques.
3. Methods used in the care and prevention of injuries.
4. Disinfectant techniques and safety procedures related to athletic programs.
5. Equipment, materials and supplies as they apply to training.
6. Modern office methods and equipment including computer terminal usage and office application software.

Skills and Ability to:

1. Administer advanced first aid and therapeutic techniques.
2. Operate a variety of therapeutic equipment and machines.
3. Perform maintenance on equipment or facilities.
4. Effectively communicate and interact with persons of diverse backgrounds and abilities.
5. Establish and maintain cooperative working relationships with those contacted during the course of work.
6. Lift and move up to 50 pounds.

Experience and Education:

1. Bachelor's degree or equivalent from a four-year accredited college or university in Physical Education, Health Science or related area.
2. Two years of experience or training in related fields.
3. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the individuals we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

Licenses/Certificates:

1. Valid California Driver's License
2. Current and advanced Red Cross First Aid Certificate or equivalent
3. Current CRP Certificate
4. Certification as an athletic trainer by the National Athletic Trainers' Association

Board Approved: format conversion
Salary Range: 95
EEO Category: 2B3 – Technical/Paraprofessional