

Sample Job Description: Health Care Administration

**SUMMARY OF COMPANY**

*Enter a brief description of who is hiring the AT. Example: The National Athletic Trainers' Association (NATA), a non-profit association organization, is seeking a full-time athletic trainer for the role of Athletic Trainer-in-Residence at the NATA Headquarters in Carrollton, TX.*

**POSITION TITLE:** Director of Sports Medicine

**REPORTS TO:** Medical Director, Practice Manager

**QUALIFICATIONS:**

**Required**

**YEARS OF EXPERIENCE:** *Enter preferred years of experience here*

**EDUCATION:** Master's Degree

**CERTIFICATION/LICENSES:** Must be BOC certified and possess state athletic training licensure, certification or registration. NPI Number Required.

**KNOWLEDGE, SKILLS AND ABILITIES**

- Applied Knowledge: Athletic trainers must have knowledge of a large range of medical problems. Assessment, evaluation skills and working with other healthcare professionals will be required.
- Decision-Making Skills: Ability to think critically and make independent decisions regarding the assessment, treatment, rehabilitation and return to play decisions per state licensure guidelines.
- Attention to Detail: Athletic trainers should be thorough and detailed with injury tracking and documentation.
- Interpersonal Skills: Ability to communicate effectively in high stress/pressure situation when talking to patients, medical professionals, staff and families.
- Must have strong oral communication skills (reading, writing, speaking and comprehension).
- Must have the ability to organize, prioritize and perform multiple tasks with little or no supervision.

**SPECIFIC DUTIES & RESPONSIBILITIES:**

- Responsible for all aspects of the Sports Medicine Program including but not limited to contract maintenance; contract negotiation; regular communication with contract's administrative staff; ensure adequate staffing based on demands, contract guidelines, and staff availability; responsible for finance management; community positioning and marketing.
- Works closely with department and physician leadership to grow regional business by implementing prioritized action plans in collaboration with physician liaisons and public affairs.

- Manage and direct clinic/hospitals' Sports Medicine and Athletic Training Department.
- Hire, supervise and evaluate staff athletic trainers.
- Main point of contact between clinic/hospital and local athletic trainers while also serving as the representative for the sports medicine department.
- Responsible to ensure the clinic is staffed appropriately for departments of responsibility. Will assist in scheduling of other department positions as requested.
- Develops and fosters continuous learning for members of his/her team.
- Establishing, building and maintaining strategic relationships between physicians, their office staff, hospital administration, athletic trainers, athletic directors, athletes and their parents.
- Demonstrates excellent customer service through his/her attitude and actions, consistent with the standards contained in the Mission, Vision, and Values of the organization.
- Executes, tracks and reports on Sports Medicine partnerships.
- Responsible for growing volumes, tracking ROI and hitting key performance metrics.
- Responsible for promoting and marketing sports medicine programs and services.
- Timely identification and resolution of issues that affect medical staff and the effective delivery of health care.
- Establish and maintain effective communication procedures with staff members, physicians and community relationships.
- Provide education and training to athletic trainers, athletic staff, community members and other health care professionals.
- Plan and project budgets for sports medicine department.
- Prepare and maintain the Sports Medicine Manual for the department and distribute to all staff members and other appropriate offices.
- Provide annual and seasonal emergency action preparedness trainings for all appropriate staff. Update department emergency action plans as necessary.

#### **PHYSICAL REQUIREMENTS**

Work is medium demand. Lifting 50 pounds maximum. Medium strength is required to position patients for examination as needed. May assist patients as needed, helping them on and off the exam table and/or bed. Works inside hospital and clinic settings.

**SUPERVISORY RESPONSIBILITIES:** *This statement should accurately reflect all individuals this position is directly supervising*

#### **ADDITIONAL QUALIFYING FACTORS**

- *Is there a pre-employment drug test that must be passed?*
- *Is there a background screening check that must be passed?*
- *Is transportation to/from work a necessity?*
- *Is holding a valid driver's license a necessity?*
- *This is also where Shareholder Preference, Equal Opportunity Employments, and any other legal disclaimers would be placed within the job description.*

**WEBSITE OF HIRING ORGANIZATION LINK HERE**