SUMMARY OF COMPANY

Enter a brief description of who is hiring the AT

POSITION TITLE: BOC Certified Athletic Trainer

REPORTS TO: Medical Director, Program Manager

QUALIFICATIONS:

YEARS OF EXPERIENCE: Enter preferred years of experience here

EDUCATION: Bachelor’s or Master’s Degree

CERTIFICATION/LICENSES: Must be BOC certified and possess state athletic training licensure, certification or registration. NPI Number Required. You may be required to maintain additional certifications to perform all of the essential functions of the job assigned

KNOWLEDGE, SKILLS AND ABILITIES

• Effective written (including proper grammar and spelling) and oral communication skills with individuals as well as group settings
• Needs to show exceptional ability to engage employees in an industrial field
• Leadership: the ability to guide, coach or influence others to embrace company mission
• Able to focus, organize, and prioritize delivery of services
• Ability to work without direct supervision
• Proficient with Microsoft Word, Excel, and PowerPoint and ability to conduct online research
• Proficient with the Athletic Training System (ATS) and client database
• Comfortable in the delivery of service in various work environments such as manufacturing, warehousing, office and outdoors.

SPECIFIC DUTIES & RESPONSIBILITIES:

• Onsite care and management of work and non-work related injuries and illnesses including: prevention, evaluation, management and rehabilitation.
• Assess risk of injury, perform ergonomic evaluation and coaching, self-care implementation and overall wellness promotion.
• Assists the Program Manager to establish strategic goals that match company services and resources to the needs of the patient.
• Documents all company service interactions in the company and client (if applicable)
• Integrates with the customer and participates in client meetings and on client committees as delegated by the Program Manager.
• Advances professional and technical knowledge by completing educational workshops, obtaining advanced certifications, completing virtual courses, reviewing professional
publications, establishing strategic networks, collaborating with other professionals and benchmarking state-of-the-art practices.

- Assists the Program Manager in the development of a marketing plan for the integration and advancement of company services.
- Proactively create a culture of personal health and responsibility through the development, distribution, delivery and posting of educational materials utilizing available client distribution/posting resources.
- Ensures that the security of sensitive records (hard copy and computerized) is maintained at all times.
- Maintains safe, clean, and neat areas for the delivery of company services.

**NUMBER/DESCRIPTION OF PATIENTS RESPONSIBLE FOR:** Provide number of patients and patient population the AT is responsible for.

**TRAVEL REQUIREMENTS:** List any travel requirements here

**PHYSICAL REQUIREMENTS**

Work is medium demand. Lifting 50 pounds maximum with lifting and/or carrying of objects. Medium strength is required to position patients for examination. May assist patients as needed, helping them on and off the exam table and/or bed.

**SUPERVISORY RESPONSIBILITIES:** List if any or “No Supervisory Responsibilities”

**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**