

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Certified Athletic Trainer

BASIC FUNCTION: Under the direction of the area Dean, responsible for the training, exercise, therapeutic care, injury prevention, and rehabilitative treatment of student athletes. The Certified Athletic Trainer is also responsible for developing and educating student athletic trainers. The Certified Athletic Trainer is present at all practices and games indoor and out, is the first responder in emergency situations involving the athlete, performs immediate treatment and care of injuries, makes decisions regarding and coordinates medical referral when necessary, organizes and tracks insurance information, performs extended treatment and rehabilitation of athletic injuries and makes decisions regarding return to play.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Evaluates injuries of the athletes.
2. Determines athletes' capabilities to return to competition with the help of appropriate medical staff.
3. Performs appropriate treatment to the athletes.
4. Works with the coaching staff in the care and prevention of athletic injuries.
5. Tapes body parts of individuals who need taping for prevention of injury.
6. Provides support to the athletes to prevent recurring injuries.
7. Establishes scheduled times for the treatment and rehabilitation of injured athletes.
8. Administers first aid when indicated.
9. Supervises assistant athletic trainer and athletic training students.
10. Maintains a clean and sanitary work area.
11. Prepares and submits insurance billing and necessary follow up paperwork.
12. Records all injuries and treatments.
13. Keeps appropriate personnel, including coaches and parents, notified on the status of the involved athletes.
14. Coordinates on-site coverage of teams practice and competitions.
15. Educates the athletes, coaches, parents and public on athletic injuries.
16. Issues equipment and wash uniforms when necessary.
17. Inventories and prepares a budget of necessary equipment and supplies.
18. Supervises the fitting of protective equipment.
19. Works cooperatively with and under the direction of the team physician.
20. Sets up an emergency action plan for all teams.
21. Works with college risk management office to decrease risk to the college.
22. Sets up an athletic training student program.
23. Refers injured athletes to the physician when deemed necessary.
24. Understands and carries out oral and written instructions.
25. Enforces policies for the use of the training facility.
26. Operates District vehicles and travels with teams as directed by the Director of Athletics.
27. Participates in District-provided in-service training programs.

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28. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
29. Performs other duties, related to the position, as assigned.

EDUCATION: Bachelor's degree with course work in athletic training or a related field. Masters preferred.

EXPERIENCE: Two years of closely related experience in athletic training is required.

LICENSES/CERTIFICATIONS: Must possess: certification by the National Athletic Trainers Association; valid CPR and First Aid card; valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, are required. Employee is required to maintain their certification status as described by the National Athletic Trainer's Association Board of Certification. This includes but is not limited to 80 hours of approved continuing educational course work every 3 years.

ABILITY TO: Exert physical effort regarding equipment (10 gallon water coolers, emergency equipment, team equipment, medical kits) removal of athletes from the field of play, and hands on rehabilitation and taping.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff, and the community.

CONTACTS: Co-workers, students, physicians, vendors.

WORKING CONDITIONS: 50% of workday is spent outside at practices or games. Hazards involve exposure to blood borne pathogens, viral and bacterial infections, sideline management and environmental hazards.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.