

<b>REPORTS TO:</b>	Director of Business Development and Athletics
<b>REVISED:</b>	09/2021
	See current organizational chart for oversight/administrative support information

**PRIMARY FUNCTION:**

Responsible for ADVANCING EXCEPTIONAL CARE through development of policies, protocols and practice guidelines; participating in rigorous performance improvement monitoring and staff education. Monitors, and maintains effective department operations to insure effective and efficient department performance and high-quality service in accordance with the philosophy, goals and objectives of Clarinda Regional Health Center (CRHC).

**QUALIFICATIONS:**

**Education and/or Experience**

- Bachelor's degree from an accredited Athletic Training/ Sports Medicine Program (required)
- Master's Degree (preferred)

**Certificates, Licensure, Registrations**

- Iowa Athletic Training License
- Certified by Board of Certification for Athletic Training (BOC)
- Member of National Athletic Training Association (Preferred)
- For job-specific certifications refer to the [Education Certification Requirements by Job Category](#): Clinical Staff

	<b>Essential Job Duties and Responsibilities</b>
1.	<ul style="list-style-type: none"> <li>• Develop and implement specific training programs; direct and coordinate a full range of athletic services and programs. Ensure compliance with regulations.</li> <li>• Advise other personnel in planning programs and services for athletes and athletic services.</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Oversee the production of the athletic handbook, bulletins, and other publications.</li> <li>• Coordinate athletic training calendars</li> </ul>
3.	<ul style="list-style-type: none"> <li>• Assist in the development of department budget; review and control expenditures as appropriate.</li> <li>• Serve as liaison with community, state, and conference organizations.</li> </ul>
4.	<ul style="list-style-type: none"> <li>• Display empathy and positive regard for others in written, verbal and non-verbal communications.</li> <li>• Work effectively with colleagues by practicing punctuality, respect for deadlines, collaborative problem solving, and honest communication.</li> </ul>
5.	<ul style="list-style-type: none"> <li>• Building trusting relationships by acting with integrity, courtesy, and responsibility, even in the face of stress or demanding workplace conditions.</li> <li>• Maintain proficiency as needed by attending trainings, reading job-related materials, and meeting with others in area of responsibility.</li> </ul>

Essential Job Duties and Responsibilities	
	<ul style="list-style-type: none"> <li>Dress appropriately for a workspace with frequent customer service interaction and community outreach.</li> <li>Meet all required standards of confidentiality and safety. Maintain work areas in a clean and orderly manner.</li> </ul>
6.	<ul style="list-style-type: none"> <li>Participates in CRHC's Quality program committees, performance and quality improvement initiatives, and activities which support the facility and department operations.</li> <li>Demonstrates a commitment to the practices of Quality Improvement (QI).</li> <li>Regularly attends department huddles.</li> <li>Takes information gathered and formulates it into a metric as appropriate.</li> </ul>
7.	Performs other duties as assigned.

**ESSENTIAL Work Environment & Physical Requirements:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Activity	Not Applicable	Occasionally (0-35% of day)	Frequent (36-66% of day)	Continuous (67-100% of day)
Sitting				X
Standing			X	
Walking			X	
Climbing			X	
Driving		X		
Lifting (floor to waist level)		40 LBS.	10 LBS.	5 LBS.
Lifting (waist level and above)		40 LBS.	10 LBS.	5 LBS.
Lifting (shoulder level and above)		40 LBS.	10 LBS.	5 LBS.
Carrying objects			X	
Push/pull		40 LBS.	25 LBS.	10 LBS.
Twisting			X	
Bending			X	
Reaching forward			X	
Reaching overhead			X	
Squat/kneel/crawl			X	
Wrist position deviation			X	
Pinching/fine motor activities			X	
Keyboard use/repetitive motion				X

Sensory Requirements	Not Applicable	Accurate 20/40	Very Accurate 20/20
Near Vision		X	
Far Vision		X	
Color Discrimination	X		
Depth Perception		X	
Hearing		X	

<b>Environment Requirements</b> <i>Occupational Exposure Risk Potential</i>		<b>Not Anticipated</b>	<b>Reasonably Anticipated</b>
Bloodborne Pathogens			<b>X</b>
Chemical			<b>X</b>
Airborne Communicable Disease			<b>X</b>
Extreme Temperatures			<b>X</b>
Radiation		<b>X</b>	
Uneven Surfaces or Elevations			<b>X</b>
Extreme Noise Levels		<b>X</b>	
Dust/Particulate Matter			<b>X</b>
Other (List)			

  

<b>Shift Requirements</b>	<b>8 hrs/day</b>	<b>10 hrs/day</b>	<b>12 hrs/day</b>	<b>Other (varied)</b>
Usual workday hours	<b>X</b>			
Regular, punctual attendance for assigned shifts		<b>X</b>		
Available to work overtime				<b>X</b>

**ESSENTIAL FUNCTION FORM**

In compliance with the Americans with Disabilities Act, we are requesting that you read the job description and answer the following question. If you would like assistance with this process, please ask Human Resources.

**Can you perform the essential functions of the position with or without reasonable accommodations?**

**YES**

**NO**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_