

Head Athletic Trainer

- Description:** Tabor College seeks applications for Head Athletic Trainer. Full time, 10 month notice of appointment. Responsible for providing leadership for and coordinating athletic training services for all sponsored sports, including budgeting, ordering supplies, supervising facilities, and supervising athletic training staff.
- Qualifications:** BOC and CPR/AED certification, Kansas licensure, Master's degree preferred, two years' experience, and strong leadership skills. Candidates must affirm Tabor distinctives as an Evangelical Christian college and articulate a personal relationship with Jesus.
- Department:** Tabor College sponsors 17 sports and is a member of the Kansas Collegiate Athletic Conference.
- Beginning Date:** August 1, 2022
- To Apply:** To apply, electronically, send letter of interest, vita, and names of 3 professional references to Angela Vix, HR Coordinator, at angelavix@tabor.edu.
- Closing Date:** Review of applications will begin immediately. Position open until filled.

Tabor College is an Equal Opportunity Employer operating under the auspices of the Mennonite Brethren churches of the United States. It complies with all applicable non-discrimination laws.

Tabor College Head Athletic Trainer Job Description

- **Athletic Training Services**
 - Manage all aspects of athlete healthcare
 - Provide overall care, prevention, and rehabilitation of injuries for Tabor student-athletes
 - Coordinate coverage of all athletic events, practices, and athletic training facility coverage and treatments with Assistant Athletic Trainers and regularly communicate with Athletic Training staff
 - Serve as primary Athletic Trainer for football, including travel with the football team
 - Serve as primary Athletic Trainer for up to 2 other team sports
 - Assign primary sport coverage to assistant athletic trainers
 - Communicate regularly with coaches on the status of athletes—injury evaluation, medical appointments, rehabilitation plan, and return to practice and competition.
 - Oversee the scheduling of physician visits and surgeries
 - Establish concussion protocol, establish a concussion baseline for each athlete, and monitor concussed athletes

- **Athletic Training Administration & Leadership**
 - Communicate the rules and guidelines associated with medical providers and athletic health insurance.
 - Oversee the reporting of all athletic training services through the Vivature software; includes but is not limited to ensuring all student-athletes check-in upon entering the training room and ensuring all athletic trainers enter services rendered into the Vivature software with 48 hours of date of service.
 - Manage athletic training budget
 - Submit yearly bid for and order athletic training supplies on July 1
 - Order athletic training supplies as needed throughout the year
 - Create and update athletic training policies and procedures including emergency action plans
 - Write a detailed organizational plan for managing the athletic training services within the Tabor Athletic Department.
 - Annually review and update athletic training forms
 - Ensure that athlete forms, including Physical Examination Form; Sport Information Form; Assumption of Risk, Medical Authorization, and HIPPA Release form; Athletic Injury Guidelines; Drug Policy Form (DAT); and insurance cards are on file prior to practice or conditioning activities.
 - Maintain accurate, up-to-date computerized medical records for athletes
 - Work with Assistant Director of Campus Athletic Activities on filing insurance claims
 - Ensure all injuries are properly documented and digitally recorded in order to maintain compliance and to refer back to as needed
 - Maintain organized and clean athletic training facilities
 - Attend regularly scheduled Athletic Department meetings
 - Meet regularly with the Assistant Director of Campus Activities to review athletic insurance
 - Assume other duties as assigned by the Associate Athletic Director or the Athletic Director

- **Athletic Training Profession**
 - Maintain Kansas state licensure and BOC certification
 - Maintain NATA membership and adhere to the Membership Standards, including following policies and procedures and code of ethics
 - Model Professionalism
 - Meet at least monthly with direct supervisor, Associate Athletic Director who oversees the Athletic Training Health Services