



CABRILLO COLLEGE
invites applications for the position of:

Athletic Trainer

SALARY: See Position Description

OPENING DATE: 11/30/15

CLOSING DATE: 01/29/16 11:59 PM

EMPLOYMENT OPPORTUNITY:

The currently advertised part-time, 40% (16 hours per week) classified-hourly assignment assists in the development and implementation of a program for the prevention and care of athletic injuries; administers first-aid and emergency care; treats injuries and provide rehabilitation according to medical directions and standard medical practice. In addition, an Athletic Trainer position eligibility pool may be established in order to fill other classified hourly or substitute assignments.

EXAMPLES OF DUTIES:

- Assists in developing and implements methods for safely preventing injuries and provides long term reconditioning programs as necessary
- Maintains the athletic training room and equipment in a safe, clean and orderly condition
- Inspects dressing rooms, showers, playing fields, and athletic equipment to eliminate hazards
- Administers first-aid and emergency medical care to student athletes including lifesaving procedures
- Administers therapeutic modalities as directed by physicians and other medical personnel
- Operates related therapy equipment employing properties of heat, cold, water, sound and electricity
- Attends home games and travels with team on trips, which may require driving
- Assists College physician and health personnel with athlete health screening examinations
- Recognizes athletic injuries and takes appropriate steps in managing injuries including referral to appropriate medical facilities
- Maintains accurate and detailed athletic injury and treatment records
- Prepares a variety of reports and correspondence appropriate to assignment using a computer and various software
- Assists in the development of off-season athlete conditioning programs
- Develops and maintains positive and effective working relationships with athletes, coaches, athletic department staff and health center personnel
- Assists in the preparation of the budget for first-aid supplies and equipment
- In consultation with the Assistant Director of Athletic Training and other personnel, determines the participation status of injured athletes following guidelines from the standard orders
- Facilitates communication among athletes, coaches, parents, college and community concerning athlete health assessment and physical status
- Assists athletes, students and staff in the submission of athletic insurance claims
- Performs related duties as required or assigned

MINIMUM QUALIFICATIONS:

Knowledge of:

- Methods, practices, terminology, and procedures used in athletic training activities including recognition and prevention of injuries

- Principles and techniques used in the application of light, heat, cold, sound, water, exercise, manual therapy and other physical therapy treatments
- Principles and techniques of physical conditioning and exercise
- Policies, procedures and objectives of physical education and athletic programs
- Advanced principles of anatomy and physiology
- Symptoms of various athletic injuries and applicable treatment and first-aid methods
- Various types of therapeutic treatments, equipment and conditioning programs
- Laws, rules and regulations application to assigned activities
- Effective oral and written communication skills
- Recordkeeping techniques
- Interpersonal skills using tact, patience and courtesy
- Basic computer operations, word processing, spreadsheet and database software

Ability to:

- Assist in the development and implementation of a program for the prevention of injuries to physical education students and athletes
- Administer first-aid and emergency medical care
- Recognize and treat injuries and provide rehabilitation according to authorized medical directions
- Read, interpret, apply and explain rules regulations, policies and procedures
- Assist in budget preparation for athletic first-aid, medical supplies and equipment
- Accurately analyze situations and adopt an effective course of action
- Communicate effectively both orally and in writing
- Effectively meet schedules and timelines

Licenses and Other Requirements:

- Must possess and maintain during the course of employment, a valid California Class C driver's license and a safe driving record
- Must possess strength and stamina to safely lift up to 75 pounds
- Must be willing to work at various locations and variable hours including evenings and weekends
- National Athletic Trainers Association (NATA) certification
- Current First-Aid certification
- Current Cardiopulmonary Resuscitation (CPR) certification

Desired:

- Athletic training in a college environment

Education and Experience:

- Bachelor's degree from an accredited college or university in Kinesiology with a specialization in athletic training or a related field AND one year of experience in athletic training.

ADDITIONAL INFORMATION:

Please note: To ensure an accurate evaluation of your application materials, please submit information regarding your education, experience, knowledge and abilities as they related to the qualifications list. When filling out the online application, it is important that you fill out all sections completely. Do not leave blank spaces, or notes saying "see resume". **When adding attachments, please redact ALL of the following information which appears on any attachment before you submit it: social security number, birth date, age, gender, birth place and personal photos.**

Salary: *\$23.04 to \$25.40 per hour to start; seven-step schedule to \$30.87 per hour. Part-time, 40% assignment (16 hours per week), 9 months per year. Days and hours to be arranged based on program needs, which may include evenings and/or weekends. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. Salary is subject to proration based on beginning date of assignment.

* Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual's previous job-related experience or factors as may be determined upon submission of appropriate written documentation.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

Please note: This classified hourly assignment is not eligible for insurance-related benefits or PERS retirement benefits.

Application Process:

To be considered, each candidate **MUST SUBMIT:

1. Completed Employment Application.
2. Job-related resume.
3. One to three (1-3) recent job-related letters of recommendation which address the candidate's ability to perform the duties of this position.
4. Verification of educational qualifications (*Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant.*):
 1. Transcripts from all colleges attended (copies and downloads are acceptable) **OR** official proof of request for transcripts. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required
5. Copy of your National Athletic Trainers Association (NATA) certification
6. Copy of your current Cardiopulmonary Resuscitation (CPR) certification
7. Copy of your current First Aid certification
8. Copy of your current California Class C driver's license

**** If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure: Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. Performance exam(s) may be administered.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline: All application materials **MUST** be received in the Human Resources Department by **Monday, December 21, 2015.**

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://cabrillo.edu>

Position #2015-00126
ATHLETIC TRAINER
RN

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