

Head Athletic Trainer

Hillsboro, KS

Job Overview:

Provide assistance to the head coach in all aspects of leading the men's soccer program, in preparation to lead the program in the future.

Job Description:

- 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 1 major sport per season and other sports as needed
- 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
- Oversee the reporting of all athletic training services through the insurance 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 insurance software with 48 hours of date of service
- Manage athletic training budget
- Order athletic training supplies as needed throughout the year
- Create and update athletic training policies and procedures including emergency action plans
- Annually review and update athletic training forms
- Authorization, and HIPPA Release form; Athletic Injury Guidelines, and insurance cards are on file prior to practice or conditioning activities
- Work with campus insurance director 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
- Meet regularly with the campus insurance director to review athletic insurance

Qualifications:

- Kansas state licensure and BOC certification
- Maintain NATA membership and adhere to membership Standards
- A demonstrable faith in Jesus Christ

To apply or receive a full job description: Contact Alex Wiens, HR manager by email at tchumrec@tabor.edu. Qualified and interested candidates should submit a cover letter, resume and references.