

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Health Care Administrator / Head Athletic Trainer

A member of the Athletics Administrative Team, the Health Care Administrator / Head Athletic Trainer provides oversight of the institution's autonomous athletics health care administration and delivery, maintains awareness regarding health and safety legislation and provides recommendations on related policy and procedures, and monitors the athletic department's health and safety practices to ensure compliance with NCAA legislation and consistency with the Association's best practices. The employee is responsible for providing prevention, evaluation, management, and rehabilitation of injuries sustained by intercollegiate athletes. This includes emergency/acute care, evaluation, referral, modalities application and educational counseling related to the student athlete's overall wellness. Responsible for the pre-participation screening of intercollegiate athletes. Employee coordinates duties with all Academy coaches and is supervised by the Director of Athletics. Must be certified by the Board of Certification (BOC), and hold (or obtain immediately upon hire) a Maine Athletic Trainers license. This is a 12-month, salaried position.

DUTIES

- Provide the day-to-day health care management of Maine Maritime Academy student-athletes.
- Actively monitors injury data for trends and provides recommendations for mitigation on a program-by-program basis; Reports aggregate data annually.
- Works in conjunction with the FAR, Compliance Coordinator and other key constituents to ensure the Academy delivers medical care independent / without the influence of coaches and other administrators; Represents the Athletic Department on the Academy's SEA Team.
- Drafts and implements best practices, policies and procedures related to the delivery of healthcare for student-athletes.
- Provides pre-event and post-event health care assistance to home and visiting team members.
- Provides appropriate medical coverage at all home athletic contests and practices.
- Provides appropriate medical supplies and equipment for all athletic practices, games and events.
- Provides pre-participation medical history screenings on all student-athletes. Organizes and arranges for individual physical examinations as needed with the MMA Student Health Services.
- Provides sound prevention, evaluation, management, treatment and rehabilitation services to student-athletes and supervises student athletic training room workers in the implementation of these services.
- Works in conjunction with Student Health Services (academy nurse, team physician, academy counselor, etc.) in providing appropriate medical care to student athletes.
- Maintains current medical files and computerized records, pre-participation physical screenings, medical questionnaire updates, student-athlete's health insurance coverage data and medical history updates of all student-athletes. Records all reportable injuries and treatments in each student athlete's medical file/computer record keeping software.

- Consults with coaches, athletic staff and athletes regarding proper training techniques, nutrition, strength-training programs, risk management issues and injury prevention methods.
- Follows policies, procedures and protocols for athletic training services based on professional standards, NCAA recommendations, team physician's direction and departmental criteria.
- Supervises regular academy employees, contracted athletic trainers and student athletic training room workers.
- May perform other athletic related duties as assigned by the Director of Athletics.

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

SKILLS

- Excellent organization skills
- Ability to prioritize and to handle competing multiple projects
- Excellent written, verbal and interpersonal skills required; ability to interact with all levels of staff including management
- Strong customer service skills
- Able to work both independently and collaboratively
- Ability to work irregular / extended hours/weeks, including night, holiday and weekend duties as required
- Computer proficiency/Knowledge of Windows Microsoft Office Suite, concussion baseline testing software and Sportsware

REQUIREMENTS

- Minimum of Master's in Athletic Training
- Must be certified by the Board of Certification (BOC), and hold (or obtain immediately upon hire) a Maine Athletic Trainers license.
- Knowledge of and experience with implementation of emergency action plans
- Experience in an intercollegiate athletic setting preferred
- Strong interpersonal and management skills

PHYSICAL REQUIREMENTS

- Exerting up to 40 – 60 pounds of force occasionally.
- Requires occasional lifting, stooping, kneeling, crouching
- Occasional long hours/days and weeks, irregular schedule
- Exposure to the elements during outdoor activities

Maine Maritime Academy Position Factor Evaluation			
	Job Title: Health Care Administrator / Head Athletic Trainer	Job Code:	
	Wage Grade: 23	Total Points: 516	
	Factor	Degree	Points
1	Knowledge and Skill	7	252
2	Effort		
	A. Mental and Visual Effort	4	32
	B. Physical Effort	4	40
3	Responsibility for Cost Control	2	16
4	Responsibility for Others		
	A. Injury to Others	5	40
	B. Supervisory Responsibility	3	24
	C. Sensitive Information and Records	5	40
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	4	32
	Date of last reclassification: 2022-09-28		