QUEEN'S UNIVERSITY SUPPORT STAFF
POSITION SUMMARY

DEPARTMENT: Athletics and Recreation

POSITION NUMBER: 00500392

POSITION TITLE: Assistant, Athletic Therapy Services GRADE: 7

Job Summary:

Under the direct supervision of the Coordinator, Athletic Therapy Services, the incumbent is responsible to assist in the planning, coordination and delivery of athletic therapy services in the Athletic Therapy Clinic. Duties include: therapy coverage on-site during athletic events; assessment, management and treatment of athletic injuries; supervision, delegation, and education of student trainers; supervision of the Athletic Therapy clinic, prophylactic taping and bracing; verbal and written communication; and maintenance of records.

The position requires extensive collaboration with Coaches and other members of the Athletics and Recreation department to ensure the appropriate level of service and support is provided to inter-university teams. Participating as a member of the inter-university unit, the incumbent will assist in creating a departmental culture that embraces and supports athletes, coaches and teams in the pursuit of excellence and will contribute to the formulation of programs and services that support the holistic needs of inter-university athletes.

Revenue generation is a key strategic priority for Athletics and Recreation (A&R). The incumbent will assist the Coordinator, Athletic Therapy Services in gathering research and other related information to determine how the operation of the Athletic Therapy Clinic can contribute revenues to A&R. The incumbent will assist in the implementation and operation of the clinic in the business model developed.

Note: *This position requires on-site attendance at numerous athletic events. Flexible work hours, including frequent evenings and weekends according to program or area needs is required.*

Key Responsibilities:

- Supervision of the Athletic Therapy Clinic daily operations. Prevention of athletic injuries via prophylactic taping and bracing, education regarding training, etc. Recognition, evaluation, and assessment of acute and chronic athletic injuries. Designing rehabilitative programs, and incorporating therapeutic modalities (i.e. ultrasound, interferential current, TENS, muscle stimulation, etc) into these programs where required. Liaise with the Strength and Conditioning Coach regarding individual athlete program and the specific exercises that will speed recovery or aggravate the injury. Record keeping/documentation of assessment and treatment of athletic injuries. Referring athlete to further medical care/medical service as needed.

- Assist in the supervision, delegation and evaluation of student trainers. Educate student trainers regarding issues relevant to athletic therapy by providing regular educational sessions. Scheduling student-trainers to ensure sport event coverage.
- On field immediate care and management of injuries. Ability to provide immediate first aid and pre-hospital trauma care as required by the circumstances and to determine if further medical attention is required. On-site athletic therapy coverage of inter-university event which many include working in various weather conditions (i.e. rain, cold, ice, heat, etc.)
- Administrative duties (i.e. scheduling appointments). Reviewing annual medical information sheets. Knowledge of when to refer for complete medical evaluation. Evaluation and maintenance of annual records. Assisting in inventory management and ordering of equipment and supplies.
- Assist in the implementation and delivery of a business model for the Athletic Therapy Clinic, including duties such as scheduling assessment, conducting assessment, accounts receivable, coordinating daily, weekly and monthly financial reports, etc.
- Stay current with knowledge, trends and practices that are necessary to provide appropriate services in medical assessment, treatment, rehabilitation and other applicable areas within the scope of professional practice.
- Other duties as assigned by the Coordinator, Athletic Therapy Services and/or Manager, Inter-university Sports Program.

Required Background:

- University degree in an area relevant to the duties of the position above. Specialized training in Athletic Therapy or Physiotherapy is required.
- Must be a Certified Athletic Therapist in good standing with the Canadian Athletic Therapy Association.
- Must be certified in C.P.R and St. John's Ambulance First Aid.
- Previous related work experience (3+ years) and familiarity in working with athletes and coaches at a high performance level.
- Consideration will be given to an equivalent combination of education and experience.

Note: *A Criminal Record Search-Vulnerable Sector Screening will be required of the successful candidate to assist in verifying the suitability of the incumbent for this position.*

Special Skills:

- Excellent communication skills and strong interpersonal skills.
- Must be service-oriented and be capable of dealing with a wide variety of constituents.
- Knowledge of current theories and issues in the relevant health field is required (i.e. rehabilitative practices, emergency protocols including oxygen administration and Automatic external defibrillation, prophylactic taping and bracing).
- Ability to supervise, organize and motivate part-time student trainers. Ability to facilitate groups of people to work towards, and succeed with, shared goals.

- An understanding of student lifestyles and an ability to effectively communicate with student-athletes, coaches and administration is vital. Human relations, interpersonal and communication stills (written and verbal) are integral to this position.
- Ability to exercise discretion, good judgement, and solid decision-making.
- Organizational skills and time management abilities are essential. The incumbent must be results oriented, and assist with the development, implementation and completion of projects/initiatives.
- Ability to interact professionally and effectively with people at all levels (students, staff, coaches, Doctors, senior administration, faculty, alumni).
- Knowledge of computer software relevant to the duties of the position and ability to learn new software (i.e. Injury Tracker, Exercise Pro, etc.).

Decision Making:

- Ability to make critical and rapid health decision which may have an impact on an individual's health and welfare and an impact on the liability of Queen's University.
- Daily decision making based on medical/musculoskeletal assessments and the delivery of rehabilitative protocols. Creation of rehabilitative programs and the delivery of rehabilitative services based on daily medical assessments.
- Determine and recommend effective and efficient programs, policies and procedure for the inter-university unit.
- Assist in the preparation of budgets and make recommendations for equipment, supplies and services that are needed for the Athletic Therapy Clinic.
- Decisions on prioritizing one's own duties and responsibilities.
- Provide input and make recommendations to the evaluations of part-time student therapists.

Signatures:

	Date
Incumbent	
Supervisor	
Department Head	