

POSITION DESCRIPTION FORM (PDF)

Casual Part-time Support Staff

Position Title: Athletic Therapist

Position Number: [Click here to enter text.](#) **Pay Band:** 10

Reports To: Greg Jefford, Director, Student Experience and Athletics

Appointment Type: Other-details at right. **“Other” Hours Details:** August-April – As Required

Scheduled Weekly (maximum 24 hours per week): Up to 24 hours

PDF Completed By (Manager Name): [Click here to enter text.](#)

Effective Date: August 13 2018 **Last Revision:** August 2023 - May 6, 2019 (HR housekeeping only)

SIGNATURES

Incumbent: _____ **Date:** _____

(indicates incumbent has read and understood the Position Description Form details)

Supervisor: _____ **Date:** _____

(indicates the supervisor has authorized and assigned the duties & responsibilities in the PDF)

NOTE: Please return the original PDF to HR Operations (Michelle Bozec) as soon as it has been signed. Thank you.

PART ONE:

POSITION SUMMARY

Summarize the overall purpose of the position and why it is necessary within the organization. The summary should be a concise description (rarely more than two or three sentences) of the total position and should include only the most significant aspects of why the position exists in terms of its goal and objectives and its purpose in the College.

The primary purpose of the Athletic Therapist is to assess, develop prognoses, and treat a variety of injuries that are athletically related, using different modalities for treatment(s) of injury(s) as required for varsity athletes. This will include on-site game day coverage and emergency care for both Fleming athletes as well as the opposing team's athletes, as mandated by the OCAA. This position will travel with teams as needed and as required by OCAA. This position will also provide clinical services to athletes and conduct all concussion and return to play protocols and documentation in compliance with athletic association guidelines/policy (i.e. OCAA/Ontario Colleges Athletic Association and/or provincial or federal legislation i.e. Bill 149/Rowan's Law on concussion safety. This position will ensure all medical files are kept up to date and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA).

PART ONE: *(continued)*

KEY DUTIES & RESPONSIBILITIES

Indicate as clearly as possible the significant duties and responsibilities associated with the position. Indicate the approximate percentage of time for each duty. Keep sentences short, simple and to the point. *TIP: Describe major clusters of functional work rather than detailed individual work routines and procedures.* Do not use allocations of less than 5%.

	Summary Details	Percentage %
1	Game/practice coverage On site assessment, treatment and preventative care of musculoskeletal injuries including but not limited to pre-game and practice taping and stretching. Provision of first aid and management of the emergency response plan for Fleming and visiting athletes. Travelling with both men's and women's rugby teams and to championships as required. Ensuring equipment is on site to properly assess, develop prognoses, and treat a variety of injuries that are athletically related.	60%
2	Clinic Lead the development and operation of the Athletic Therapy Clinic(s). Provide treatment at both Sutherland and Frost campus of musculoskeletal injuries and well as conduct all baseline concussion testing, return to sport protocol, and post-concussion testing of varsity athletes as outline in athletic association guidelines/policy i.e. OCAA or CCAA and/or provincial or federal legislation i.e. Bill 149/Rowan's Law on concussion safety. Provide expertise and advice through the development of rehabilitation programs and referrals to other related health/medical professionals.	25%

	Control and monitor equipment inside the Athletic Therapy Clinic(c) and ensure that Athletic Therapy Clinic(s) are properly maintained. Provide health and wellness information and resources for sport specific training. Completing documentation for all injuries, keeping a log of treatments for athletes, ensure all medical files are kept up to date and in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA), tracks and maintaining doctor clearance. Summarize semester and annual injuries and reports on supplies.	
3	Documentation/Administration/Communication On going communication with Fitness and Lifestyle Coordinator, Athletic Coordinator, coaches and other OCAA Athletic Therapists	5%
4	Training Coordinate, develops and supports injury prevention fitness training programs for varsity athletes.	5%
5	Other Duties As Assigned (<i>do not amend this section</i>)	5%

To calculate the relative percentage of time allocated to each cluster of key duties & responsibilities, remember to consider the total amount of hours this part-time position will normally work in a year.

For example:

An RPT position which normally works 24 hours per week for 10 months of the year would have approximately 960 annual hours (24 hrs/wk x 4 wks/month x 10 months). If this position is estimated to spend 5 hours per week completing a cluster of work associated with organizing and maintaining business files, you would allocate 20% to this function calculated as (5 hrs/wk x 4 wks/month x 10 months) divided by 960.

PART TWO:

TRAINING & TECHNICAL SKILLS

Indicate the minimum level of independent studies, formal education, internal and/or external training programs including professional and technical or apprenticeship courses necessary to fulfill the requirements of this position.

Formal Education Requirements:

Completion of a three (3) year college diploma or, three (3) university degree.

Field(s) of Study:

Applied Health Sciences, Kinesiology & Health Science

Other Vocational Certifications and/or Apprenticeships:

First Responder Certification obtained from an accredited provider. Athletic Therapist Certification and membership with the Canadian Athletic Therapy Association (CATA).

EXPERIENCE

Specify the minimum number of months and/or years of practical experience in any related work necessary to fulfill the requirements of this position.

Practical Work Experience:

More than three years up to five years.

Minimum of two (2) years' experience working in a post-secondary environment, dealing with competitive high impact, multiple sports and activity related injuries.

Minimum of two (2) years' experience demonstrating in-depth knowledge of a variety of different sports and developing and implementing comprehensive rehabilitation programs and schedules for a variety of athletic injuries.

Additional Skills & Abilities:

Demonstrated conflict resolution skills.

Demonstrated time management and organizational skills.

Proficient computer knowledge in Microsoft Office.

Excellent communication

High degree of judgment and analytical decision making ability