



JOB DESCRIPTION

POSITION: ATHLETIC TRAINER
EMPLOYEMENT TYPE: PART-TIME
DEPARTMENT: PERFORMANCE THERAPIES, P.C.

Performance Therapies is a private outpatient clinic that has served the Iowa City/Cedar Rapids Corridor region for over 20 years, and is committed to delivering high quality, one-on-one care.

We are currently looking to add a PART-TIME **Athletic Trainer** to our team.

BASIC FUNCTION AND RESPONSIBILITY:

Provide athletic training services within Performance Therapies, P.C. and to local high schools.

CHARACTERISTICS DUTIES AND RESPONSIBILITIES:

ATHLETIC TRAINING

- Assess an athlete's injury or illness, providing emergency treatment and, if necessary, referring the patient to a physician for further care
- Use physical therapy equipment, techniques, exercise and taping/bracing to treat patients
- Evaluate an athlete's ability to return to his or her sport
- Instruct athletes, parents and coaches in the prevention of injuries
- Communicate with parents on concerns they have expressed
- Apply tape, bandages, or braces to athlete's body parts in order to prevent injuries
- Collaborate on treatment plans with physicians and other healthcare professionals
- Provide free screens to health club members
- Provide coverage for athletic events and in the training room
- Document services provided (evaluations, treatments, consultation, etc.)
- Other duties as assigned



FRONT DESK/RECEPTION

- Perform reception duties such as, but not limited to, greeting and assisting visitors; answering phone promptly in a professional and courteous manner; receiving and conveying messages to appropriate individuals in writing, electronically and verbally; assigning and monitoring patients flow into treatment rooms
- Assist with and make sure all inpatient admissions and outpatient forms are accurately completed and entered in the computer. Locate and obtain any missing information to complete the patient data
- Act as a liaison between patients and physical therapists, health care professionals and insurance carriers
- Contact insurance companies to check each patient's coverage and restrictions for physical therapy services
- Scan, file and fax documents as required
- Maintain a clean, safe, and well organized reception and work area
- Maintain a positive attitude and contribute toward a quality work environment
- Other duties as assigned

REQUIREMENTS:

- A Bachelor's degree or an equivalent combination of education and experience.
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office computer software applications, especially Excel
- Must be detail-oriented
- Must be a team player
- Must be able to self-starter and be able to work independently without supervision
- Strong organizational skills and the ability to manage multiple tasks
- Strong interpersonal skills with ability to work with diverse individuals

CERTIFICATION REQUIREMENTS:

Certified Athletic Training (ATC) through the BOC/NATA
Licensed in the state of Iowa



Salary commensurate with experience.

To be considered for the position, send your cover letter and resume to jobs@perfther.com,

or mail to:

Performance Therapies, PC.
Attn: Human Resources
3290 Ridgeway Drive, Suite 3
Coralville, IA 52241

Performance Therapies, PC was voted 2020's Best Physical Therapy Provider in Johnson County by the Press Citizen. To learn more about Performance Therapies, visit <https://ptforhealth.com>.