

**Project Specialist (SC - Athletic Trainer)**  
**South Orange County Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=219813>

Downloaded On: May. 21, 2024 6:21pm

Posted Aug. 17, 2023, set to expire May 26, 2024

<b>Job Title</b>	Project Specialist (SC - Athletic Trainer)
<b>Department</b>	Saddleback College
<b>Institution</b>	South Orange County Community College District South Orange County Community College District, California
<b>Date Posted</b>	Aug. 17, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Health Sciences
<b>Job Website</b>	<a href="https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Project-Specialist--SC---Athletic-Trainer-REQ11496">https://wd5.myworkdaysite.com/en-US/recruiting/socccd/SOCCCD/job/Saddleback-College/Project-Specialist--SC---Athletic-Trainer-REQ11496</a>

**Apply By Email**

**Job Description**

**Title:**Project Specialist (SC - Athletic Trainer)

**Job Category:**NBU

**Job Opening Date:**August 16, 2023

**Job Closing Date:**June 30, 2024

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**Locations:**Saddleback College

**Department:**

**Pay Grade, for more information click on this link:** <https://www.socccd.edu/departments/human-resources/contracts-and-salary-schedules>

**Pay Type:**Hourly

**Hours Per Week:**0

**Job Description:**

Under the supervision of the full-time athletic trainer, assist the Sports Medicine staff at Saddleback college. Assist with evaluation, treatment and rehabilitation techniques on injured athletes and individuals.

**REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide athletic training services to athletic teams at home and during travel; set-up sidelines with water, ice, cups, and emergency supplies for home and visiting teams; apply preventive and protective taping and padding for athletes; under the supervision of a physician, apply general first aid including cleaning and dressing wounds and splinting fractures; perform emergency first aid as required.
2. Provide preventative and emergency care for visiting teams as necessary.
3. Provide information to athletes on the care and prevention of athletic injuries; inform and advise athletes on various health topics including nutrition and diet.
4. Under the supervision of a physician, develop and implement rehabilitation of injured athletes; assist in development of conditioning and exercise programs.
5. Communicate with coaches, athletes, parents, team physicians, physical therapy clinics and insurance companies regarding injuries, treatments and rehabilitation programs.
6. Coordinate team physicals and doctor appointments with the team doctor and other outside health agencies.

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7. Maintain and update a variety of records including medical records, injury and progress reports, treatment and rehabilitation logs, insurance forms and referrals from doctors; coordinate insurance claims and medical bills from both primary and secondary insurance companies.
8. Instruct and apply OSHA guidelines regarding blood borne pathogens; maintain biohazard and sharp containers and empty as needed; ensure proper protection when working with blood and bodily fluids.
9. Oversee athletic training room, supply and equipment maintenance and inventory; maintain sanitary conditions in the training room and with the equipment and supplies used; prepare purchase orders for supplies and equipment.
10. Provide assistance to the Athletic Director; assist in budget preparation; prepare cost estimates for budget recommendations; monitor and control expenditures; provide general clerical support to the office.
11. Recommend and assist in the implementation of goals and objectives to improve training and safety; implement policies and procedures.
12. Plan, prioritize, assign, supervise, monitor, and review the work of student assistants involved in function activities.
13. Perform related duties as required.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

### **Knowledge of:**

- Policies, procedures and objectives of an athletic program including health and safety regulations.
- Athletic sports medicine practices used in the prevention and treatment of sports injuries, including conditioning techniques and practices.
- Methods of various therapeutic and rehabilitative techniques including hydrotherapy, ultrasound, cryotherapy, electro therapy, thermal therapeutic techniques, exercise therapy and physical conditioning.
- Equipment and devices used to treat and rehabilitate injured athletes.
- Human anatomy, physiology, kinesiology, and exercise physiology.
- Common athletic injuries and athletics psychology.
- OSHA guidelines regarding blood borne pathogens.
- First aid, CPR and other emergency medical practices and procedures, including taping, wrapping, bandaging and therapeutic techniques.

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- Athletic equipment supplies, materials, quality of materials, design, manufacture and distribution.
- Rules and regulations of a variety of sports and athletic activities.
- Office procedures, methods, and equipment including computers.
- Principles and procedures of record keeping.
- Interpersonal skills using tact, patience and courtesy.
- Basic housekeeping methods.
- Basic mathematical principles.

**Ability to:**

- Administer preventive measures, first aid, CPR, emergency care and rehabilitative treatments to athletes in various intercollegiate sports.
- Evaluate the nature and extent of injuries to determine the need for immediate medical attention and the participation status of athletes.
- Identify symptoms of various injuries and take appropriate action.
- Operate a variety of therapeutic equipment and devices used to treat athletic injuries.
- Tape, wrap and bandage body joints and apply protective pads and equipment.
- Maintain current knowledge of treatment modalities and preventive techniques related to sports injuries.
- Oversee the conditioning and exercises of athletes.
- Instruct and apply OSHA guidelines regarding blood borne pathogens.
- Maintain accurate and timely records related to insurance, injuries, treatment, athletic equipment and supplies, inventory and budget.
- Communicate with various health care professionals and follow technical and detailed instructions of the team and attending physicians.
- Train and provide work direction to student workers.
- Work independently with little direction.
- Meet schedules and timelines.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE GUIDELINES**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:**

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Equivalent to a Bachelor's degree from an accredited college or university with major course work in athletic training, kinesiology, physical education, exercise physiology, anatomy or a related field.

**Experience:**

Two years of experience as an athletic trainer in a high school or college athletic training environment.

**License or Certificate:**

- Possession of a valid certification as an Athletic Trainer issued by the National Athletic Trainers Association. (Must maintain certification by completing 80 continuing education units every three years.)
- Possession of a valid California driver's license and proof of insurability.
- Possession of, or ability to obtain, a valid BLS/AED and C.P.R. Certificate.
- Possession of, or ability to obtain, a valid First Aid Certificate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:**

Work is primarily performed in indoor and outdoor environments; travel from site to site; frequently works around athletic playing fields; exposure to all types of weather and temperature conditions, blood borne pathogens and bodily fluids. Occasional exposure to risks controlled by safety precautions.

**Physical:**

Primary functions require sufficient physical ability and mobility to work with athletes on playing fields or in training facilities; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate athletic training equipment requiring repetitive hand movement and fine coordination ; and to verbally communicate to exchange information.

**Vision:**

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See in the normal visual range with or without correction; vision sufficient to distinguish color.

**Hearing:**

Hear in the normal audio range with or without correction.

**Additional information:**

\$32.50/hr

Up to 25 hours per week

Schedule TBD

On-site only

This position is a short-term, temporary, hourly, Non-Bargaining Unit (NBU) assignment, not to exceed 160 days per fiscal year (July 1-June 30). The assignment is on an as needed basis, and may be shortened or extended at any time, due to departmental needs, with little to no notice. This recruitment will remain open until filled or withdrawn. Once you have submitted an application electronically, the current status of your application will be available to view at any time upon signing in under your personal username and password. Please do not call the Human Resources Office regarding the status of your application.

Employment with the South Orange County Community College District is contingent upon successful completion of the Human Resources pre-employment ("onboarding") process. The Human Resources onboarding process may include, but is not limited to, successful completion of Live Scan fingerprinting (approx.. \$70), I-9 completion, background checks, reference checks, TB testing, as well as completion of the online onboarding process. Failure to successfully complete any portion of the onboarding process will invalidate any conditional job offer received. Falsification of, or omission on, any SOCCCD pre-employment information may result in withdrawal of any conditional job offer or termination of employment. **Short term, non-bargaining unit (NBU) positions may only be used on an intermittent/seasonal basis.** Ed. Code sect. 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

**The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept**

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**employment in this country. Documentation according to USCIS I-9 guidelines (i.e. ID card and Social Security card) must be presented at the time of hire. Per IRS regulations, a Social Security card must be presented at the time of hire.**

**Inclusion, Diversity, and Equity:**

The South Orange County Community College District is committed to creating an academic and work environment that fosters diversity, equity and inclusion and equal opportunity for all, and ensures that students, faculty, management and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes our district a unique and special place for individuals of all backgrounds.

Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.

**Disability Accommodations:** If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**NBU at-will employment:** After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the District. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

**Worksite:** NBU employees are limited to working in a single position in one department/site

**Work schedules:** Department/Division managers, administrators, and/or supervisors shall determine the work schedule of NBU employees to include the number of days and hours worked per week and



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the start and stop times.

**160-day restriction:** NBU employees will not work more than 160 days (in any combination of NBU positions) no matter how many hours per day they work.

**Payroll reporting period:** The payroll reporting period is from the 15th of the first month to the 14th of the next month. NBU employees are paid on the 10th of the following month. Ex: Pay Period 01/15/23 through 02/14/23 will be paid on March 10th.

**California Sick leave:** NBU employees are eligible for California Sick leave per AB1522. Information regarding AB1522 is provided to all NBU new hires during the onboarding process.

**Retirement information:** NBU employees may not work more than 960 hours from July 1st-June 30th. NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees' Retirement System (CalPERS), through payroll deduction of about 7-9%. The District does not intend to employ NBU employees for more than 1,000 hours during any fiscal year.

**Sexual Harassment/Discrimination:** The District is committed to providing an environment that respects the dignity of individuals and groups; is free of sexual harassment, exploitation, intimidation, violence, and other unlawful discrimination, preferential treatment, and harassment, including that which is based on any legally protected characteristic.

**Equal Employment Opportunity:** It is the intent of the Board to establish and maintain within the District and all of its programs and activities a policy of equal opportunity in employment for all persons, and to prohibit discrimination, preferential treatment, or harassment based on sex, age, gender identity, gender expression, race, color, ethnic group identification, national origin, ancestry, religion, mental or physical disability, medical condition, genetic information, pregnancy, marital status or sexual orientation or because an individual is perceived as having one or more of the above characteristics.

**Confidentiality:** Confidentiality of student and staff information is protected under federal law. Any information regarding students or staff that might be accessed in the course of a work assignment through a computer, student file, or other documentation, is to be used strictly to perform my job duties and may only be shared with those who are authorized to have such information.

**Mandated reporter:** Child Abuse and Neglect Reporting: The South Orange County Community College District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred.



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**Elder and Dependent Adult Abuse Reporting:** It is the policy of the South Orange County Community College District to treat reports of violence against elderly persons or dependent adults as high priority criminal activity that is to be fully investigated regardless of the relationship between the victim and the suspect(s).

**Campus Crime and Safety Awareness:** Information regarding campus crime and safety awareness can be found at [www.saddleback.edu](http://www.saddleback.edu) or [www.ivc.edu](http://www.ivc.edu). Paper copies are available in Human Resources upon request.

**Drug-Free Environment:** The District shall be free from all unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in all facilities under the control and use of the District. Any student or employee who violates this policy will be subject to disciplinary action, consistent with local, state, or federal law, which may include the referral to an appropriate rehabilitation program, suspension, demotion, expulsion, or dismissal.

**Smoke Free District:** It is the intent of the South Orange County Community College District to maintain an educational and workplace environment that is conducive to the health and safety of our students and employees. Realizing the health hazards posed by smoking and by second-hand smoke, it is policy of the South Orange County Community College District to maintain a smoke free environment for all district sites.

**SPECIAL COVID-19 NOTICE:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during remote work. Thank you for your continued interest in working at the SOCCCD.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, administrators, and the communities it serves. More information can be found on our District website by visiting <https://www.socccd.edu/communications/covid-19-information>.

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**NOTICE TO ALL CANDIDATES FOR EMPLOYMENT:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. SOCCCD will not sponsor any visa applications.

**DISABILITY ACCOMMODATIONS:**

If you require special accommodations in the application and/or selection process, please notify District Human Resources (DHR) at least two (2) business days prior to the Job Close Date/Initial Screening Date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**CAMPUS CRIME AND SAFETY AWARENESS:**

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**PLEASE NOTE:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with this District will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the District to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS.

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**EEO/AA Policy**

**DIVERSITY, EQUITY, INCLUSION, AND EQUAL EMPLOYMENT OPPORTUNITY:**

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*Our District and our colleges are looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join our District, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, administration, and community partners. In deciding whether to apply for a position with our District, you are strongly encouraged to consider whether your values align with our District's mission and goals for EEO, Diversity, Equity, and Inclusion.*

**SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**

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