



JOB DESCRIPTION

POSITION: ATHLETIC TRAINER
EMPLOYEMENT TYPE: FULL-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 an **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 NATA
Licensed in the state of Iowa



For full-time employees, we offer:

Health/dental insurance
Flex spending account
Dependent care spending account
Simple IRA with employer match
Vacation/sick time
Generous continuing education funds
Free health club membership
Discounts on health club products and services

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>.