

## Job Description

### Minor League Medical Administrator



HIGH  
PERFORMANCE

JOB DESCRIPTION	
<b>Job Title</b>	<b>Minor League Medical Administrator</b>
<b>Salary</b>	Commensurate with experience
<b>Location</b>	Chicago Cubs Spring Training Facility - Mesa, Arizona
<b>Hours of work</b>	This role may require the candidate to work extended hours, evenings and weekends as required.
<b>Responsible to</b>	Director, High Performance, Head Athletic Trainer, Head MiLB Athletic Trainer & Performance Coordinator
<b>Responsible for</b>	
<b>Contractual Status</b>	Full-time Initial fixed term contract Start date until October 31 <sup>st</sup> , 2022. Renewable annually based on satisfactory completion of duties outlined below;
<b>Role Summary</b>	<b>Overview of the role</b> The successful applicant will assist in the administration of confidential medical information and support of the High Performance Staff.
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>Director, High Performance</li> <li>Head Athletic Trainer</li> <li>Head MiLB Athletic Trainer &amp; Performance Coordinator</li> <li>Team Physician</li> <li>Medical Team/Athletic Trainers</li> <li>Front Office</li> </ul>
<b>Key Responsibilities, Tasks and Activities</b>	<p><b>Responsibilities</b></p> <p>Provide execution and oversight to the medical operations and daily medical administrative duties across the Chicago Cubs organization.</p> <p>Assist in leading the technical provision of all MiLB Athlete Training services, ensuring that knowledge and service delivery can be qualified as truly 'world class.'</p>

	<p><b>Medical Records and injury surveillance</b></p> <ul style="list-style-type: none"> <li>• Time-loss and non-time loss injuries recorded</li> <li>• Appropriate notes recorded</li> <li>• All athlete’s injury status and availability noted in athlete health management system (AHMS)</li> <li>• HIPAA compliance and athlete medical record privacy, de-identification of athlete records</li> <li>• Conduct period audits of the AHMS system for the Minor Leagues.</li> </ul> <p><b>Injury Analysis</b></p> <ul style="list-style-type: none"> <li>• All recorded injury, illness, and prevalence data analysis</li> </ul> <p><b>Injury Risk Reduction</b></p> <ul style="list-style-type: none"> <li>• Assist in review and update of strategies following ongoing analysis of injuries and workload, and review of clinical evaluations, MSK screening and fitness testing results</li> </ul> <p><b>Communication</b></p> <ul style="list-style-type: none"> <li>• Within ATC department</li> <li>• Across HP departments</li> <li>• Cross referenced with other departments</li> <li>• Athletes</li> <li>• Coaches</li> <li>• Front office</li> </ul> <p><b>Off-season - Influencing and Tracking Athletes Remotely</b></p> <ul style="list-style-type: none"> <li>• Established communication platforms that facilitate remote coaching and programming</li> <li>• Assist in Plan-do-review. Goal setting and longitudinal monitoring of remote impact</li> </ul> <p><b>Innovation</b></p> <ul style="list-style-type: none"> <li>• Innovative approaches to service delivery aligned to 'best practice'</li> <li>• Novel research ideas and initiatives</li> </ul> <p>Reaching out to experts in the field to exchange ideas</p>
<b>JOB DESCRIPTION</b>	
	<p><b>Management</b></p> <ul style="list-style-type: none"> <li>• Manage emergency care utilizing appropriate OSHA guidelines and make medical referrals, if necessary, on a daily, uninterrupted on-site basis to include off-hours, nights, and weekends.</li> <li>• Assist in management of pre-participation physicals as needed for Major and Minor League Spring Training and the June draft as well as end of season exit physicals on a daily on-site, uninterrupted basis to include off-hours, nights, and weekends.</li> <li>• Manage medical documentation and billing for those players and staff who require doctor’s appointments, diagnostic imaging and physical therapy.</li> <li>• Assist in management of a yearly uninterrupted schedule of coverage for ATCs for all Chicago Cubs activities involving Chicago Cubs players at our Arizona facility on a daily on-site, uninterrupted</li> </ul>

	<p>basis to include off-hours, nights, and weekends.</p> <ul style="list-style-type: none"> <li>• Execute administrative duties and documentation including, but not limited to, AHMS, Major and Minor League insurance programs, Maxor Pharmaceutical and, budgeting inventory management.</li> <li>• Coordination of COVID-19 protocols, required MLB testing, and scheduling of follow-ups, as needed, for the Minor Leagues.</li> <li>• Assist the Manager of Risk Management in periodic worker's comp claim reviews.</li> <li>• Assist the Manager of Environmental Health and Safety with OSHA recordable logs for the minor league season.</li> <li>• Review and execution of the Emergency Action Plan for the Spring Training Complex. Coordination of meetings with appropriate personnel (included EMS, Safety and Security, Athletic Training Staff) to review the EAP yearly.</li> <li>• Participate in educational sessions with selected Player Development and Scouting personnel during Organizational Meetings when appropriate.</li> <li>• Assist in management and maintain quality assurance amongst minor league affiliates as it pertains to Athletic Training daily and standard operating procedures.</li> <li>• Oversight and Administration of the Athletic Training Internship Program. Execution of Affiliation Agreements, Time Sheets, and serve as a Preceptor.</li> </ul> <p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Administer Athletic Training services to players and staff at the discretion of the Head Minor League Athletic Trainer &amp; Performance Coordinator.</li> <li>• Assist in maintaining the Athletic Training facility.</li> <li>• Assist in inventory of the ATC equipment and submit to the Head Athletic Trainer (quarterly).</li> </ul>
<p><b>Continued Professional Development</b></p>	<ul style="list-style-type: none"> <li>• The Chicago Cubs are committed to providing CPD for the successful candidate. We expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.</li> <li>• Attend relevant training courses/seminars/workshops as required to assist with CPD as directed by the Head Athletic Trainer and Director of High Performance.</li> </ul>

PERSON SPECIFICATION	
<b>Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Minimum of 3 years full-time experience as a high level Athletic Trainer</li> </ul>
	<ul style="list-style-type: none"> <li>• Experience in assisting Athletic Training services in professional &amp; collegiate level sports</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience as a lead Athletic Trainer</li> <li>• Specialist skills that will contribute and ultimately enhance the technical expertise of the Athletic Training Unit</li> </ul>
<b>Skills &amp; Qualifications</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Undergraduate degree in health care with an emphasis in sports medicine / Athletic Training</li> </ul> <p>And</p> <ul style="list-style-type: none"> <li>• Certification as recognized by the NATA, BOC</li> <li>• Certification in CPR/AED and First Aid.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Master’s degree or advanced coursework related to healthcare</li> </ul> <p><b>Advantage</b></p> <ul style="list-style-type: none"> <li>• Bilingual (Spanish preferred)</li> <li>• Certification or advanced coursework related to Rehabilitation Techniques</li> </ul>
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>• Pursuit of best practice and innovation</li> <li>• Open and transparent communication</li> <li>• Accountability – self and others</li> <li>• Growth mindset</li> <li>• Vision, Mission, Values to Drive Culture</li> <li>• Shared beliefs will create trust in the process</li> <li>• Expectations of everyone’s role within the team</li> <li>• Uphold the High-Performance Standard of Practice</li> </ul>

Acknowledgement		
<b>Employee Signature:</b>	<b>Name:</b>	<b>Date:</b>
<b>Line Manager Signature:</b>	<b>Name:</b>	<b>Date:</b>

**The job description is subject to change pending review by the role holder and their line manager.**