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| **TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT** |
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| **NEW YORK AIR NATIONAL GUARDAIR NATIONAL GUARD BASE**109th Airlift WingStratton Air National Guard BaseScotia, New York 12302-9752 | **ANNOUNCEMENT NO:** | 18-20 |
| **DATE:** | 3 April 2018 |
| **CLOSING DATE:** | 2 Jul 2018 |
| **UNIT:** | **AFSC:** | 41A1, Entry |
| 109th Medical Group |
| Stratton ANGB | **POSITION TITLE:** | Health Service Administrator |
| Scotia, NY 12302-9752 |
| **MAX AVAILABLE GRADE:** | **AREA OF CONSIDERATION: Nationwide** |
| Maj. / O-4 | All applicants may apply who meet the basic qualifications for this position and who are eligible for membership in the NYANG. |
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| SPECIALTY SUMMARY: (As outlined in AFI 36-2101 and AF Officer Classification Directory)Manages health services activities, including plans and operations, managed care, human resource management, logistics management, patient administration, budgetary and fiscal management, medical manpower, medical facility management, biometrics, medical recruiting, and aeromedical evacuation. Directs the hospital accreditation program and management improvement studies. Related DoD Occupational Group: 260900. |
| **DUTIES AND RESPONSIBILITIES:** * Formulates, interprets, and implements policy. Plans and organizes activities associated with peacetime and wartime health services administration, such as manpower, medical logistics, medical food service, hospitalization and aeromedical evacuation of patients, medical facilities repair, maintenance, construction, modification, and housekeeping, equipment maintenance and repair, information systems, clinical engineering, inpatient and outpatient records, and morale and welfare services for patients and medical personnel.
* Coordinates health services programs. Coordinates with comptroller, civil engineering, civilian and federal agencies, and other Air Force functions and activities to execute health services programs. Advises the medical professional staff and other staff health services officers on administrative matters pertaining to health services programs. Maintains liaison with civilian, military, and other federal activities to keep current in areas of interest to health services administration.
* Monitors and directs health services programs. Interprets and directs the implementation of policies governing health services programs. Directs the management of health services functions such as medical logistics, fiscal management, managed care, human resource management, patient administration, aeromedical evacuation, medical facility construction, modification, and design, and medical research administration. Develops financial plans and budget estimates for Air Force health services programs. Directs the preparation of biometric reports, directives, correspondence, and memoranda pertaining to health services administration. Controls utilization of health services program funds in collaboration with the medical commander and comptroller. Prepares and exercises emergency, disaster, and defense plans, and monitors readiness training. Integrates cost management, quality and access to care issues into health services programs.
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| **SPECIALTY QUALIFICATIONS:** * Knowledge. Knowledge is mandatory of: Air Force health services management; hospital administration and practice; contractual and accounting fundamentals; quality management; human resource management; and biometrics.
* Education. For entry into this specialty, one of the following is mandatory:
* A graduate degree in Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, or other business-related equivalent.
* An undergraduate in Health Administration, Healthcare Administration (or equivalent), Healthcare Management, Health Management and Policy, Health Services Administration (or equivalent), Hospital Administration (or equivalent), Accounting, Business Administration, Business Management, Economics, Finance, Marketing, Statistics, Information Systems Management, Biomedical Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Architecture, Operations Research or other closely-related degree.
* Training. For award of AFSC 41A3, completion of the basic health services administration course is mandatory.
* Experience. For award of AFSC 41A3, officers must have at least 12 months experience in one of the MSC core functions, which are prescribed as health facilities, health plan management, medical resources, healthcare information management and information technology, medical logistics, and medical readiness (including aeromedical evacuation), and must have the approval of their unit’s senior ranking MSC.
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| **APPLICATION PROCEDURES:** Applicants will prepare and forward a Cover Letter, Resume, one copy of the AF Form 24 (Application of Appointment as Reserve of the Air Force or USAF Without Component), Resume, AFOQT Scores, Current Official College Transcripts (sealed envelope in application, or mailed directly to the address below), DD Form 2807-2 (Medical Prescreen of Medical History Report) and final disposition paperwork for any offenses. **If prior-service**, a Record of Separation/Discharge from the US Armed Forces (if applicable), vMPF records review RIP, most current Physical Fitness Evaluation Report (if applicable). **No later than close-of-business on closing date of vacancy announcement.** |
| MAIL APPLICATION TO:109TH FSS1 Air National Guard RoadScotia, NY 12302-9752**ATTN: SSgt Kaitlyn L. Simmons****For assistance with sending in an application, please contact SSgt Kaitlyn L. Simmons:****Phone 518-344-2381****Email: kaitlyn.l.simmons.3@us.af.mil****For questions regarding the job or details on position requirements, please call (518) 344-2456 to speak with the 109th Airlift Wing Recruiting Office** |
| **DISTRIBUTION:**1 – 109 FSS/FMPS |