

TRADITIONAL GUARD OFFICER VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD AIR NATIONAL GUARD BASE 109th Airlift Wing Stratton Air National Guard Base Scotia, New York 12302-9752	ANNOUNCEMENT NO:	19-09
	DATE:	13-February-2019
	CLOSING DATE:	13-June-2019
UNIT: 139th Aeromedical Group Stratton ANGB Scotia, NY 12302-9752	AFSC:	41A1
	POSITION TITLE:	Health Services Administrator
MAX AVAILABLE GRADE: Maj. / O-4 *Newly Commissioning Opportunity* Number of Positons Available: 1	AREA OF CONSIDERATION: Statewide All applicants may apply who meet the basic qualifications for this position and who are eligible for membership in the NYANG.	

SPECIALTY SUMMARY

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 and 260800.2.

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 management, 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.2.3. Monitors and directs health services programs. Interprets and directs

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

AFSC 41AXA: Health Facilities officers apply knowledge of architecture and engineering to replace, modernize and repair health care facilities. Provide guidance on functional and technical criteria specific to medical facility design, construction and outfitting. Programs, plans and develops medical facilities projects. Reviews plans, specifications, and other supporting data for their technical, medical, and functional sufficiency.

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. 41AXA: Knowledge of construction or architecture principles for facility planning, design, and construction.

Education.

- For entry into this specialty, one of the following is mandatory:3.2.1. 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, Architecture, Architectural Engineering, Civil Engineering, Construction Management or other closely related degree.3.2.2. 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, Architectural Engineering, Civil Engineering, Construction Management, Operations Research or other closely-related degree.

Training

- For award of AFSC 41A3A, completion of the basic health services administration course is mandatory.

Experience

- For award of AFSC 41A3A, officers must have at least 12 months experience in one of the MSC core functions, which are prescribed as facility management, 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.

APPLICATION PROCEDURES:

APPLICATION PROCEDURES: Applicants will prepare and forward a Cover Letter, Resume, an AF Form 24 (*Application of Appointment as Reserves of the Air Force or USAF Without Component*), a copy of college transcripts with diploma, Current Official College Transcripts; Current Copy of State Medical License, DD Form 2807-2 (Medical Prescreen of Medical History Report) and final disposition paperwork for any offenses. No Later Than Close of Business of Closing Date on Application.

Prior-service, a Record of Separation/Discharge from the US Armed Forces (if applicable), vMPF records review RIP and most current Physical Fitness Evaluation Report (if applicable).

Application must be received no later than the closing date of this vacancy announcement

MAIL APPLICATION TO:

109th FSS/FSMP
ATTN: SSgt Josana Stone
1 Air National Guard Road
Scotia, NY 12302-9752

For assistance with sending in an application, please contact SSgt Josana Stone:

Phone: 518-344-2507

Email: josana.k.stone.mil@mail.mil

For questions regarding the job or details on position requirements, please contact 109th Recruiting:

Phone: 518-344-2315

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