

NEW COMMISSIONED OFFICER VACANCY ANNOUNCEMENT

NEW YORK AIR NATIONAL GUARD
174TH ATTACK WING
6001 EAST MOLLOY ROAD
SYRACUSE, NY 13211-7099

ANNOUNCEMENT#: FY 16-15

DATE: 27 Apr 16

CLOSING DATE: Until Filled

UNIT: 174th Medical Squadron

AFSC: 41A1/3

POSITION TITLE:
Health Services Administrator
2LT-MAJ

AREA OF CONSIDERATION:
All candidates may apply who meet the basic qualification for this position and who are eligible for membership in the NYANG.

SPECIALTY SUMMARY

(As outlined in AFMAN 36-2105)

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.

QUALIFICATIONS AND SELECTION FACTORS

- Selection for this position will be made without regard to race, religion, color, creed, gender or national origin.
- Applications are subject to review by the MPF and as mandatory requirements are met, as outlined in applicable regulations, applicants must meet an Officer Screening and Interviewing Board (OSIB).
- The requirements and qualifications prescribed in this announcement are minimum for nomination for appointment consideration. Appointment is not assured merely by meeting these requirements. Persons considered must further qualify with requirements outlined in ANGI 36-2005.

KNOWLEDGE: Air Force health services management; hospital administration and practice; contractual and accounting fundamentals; quality management; human resource management; and biometrics.

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.

EDUCATION: 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.

(SEE REVERSE)

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.

OTHER QUALIFICATIONS: Applicant must be less than age 35 at the time of commissioning. Must satisfactorily complete the AF Officer Qualifying Test (AFOQT) prior to selection board and (after selection) pass a COMMISSIONING PHYSICAL. The AFOQT is forwarded for scoring to Texas and takes about two (2) weeks for the results to be returned. Applicant is encouraged to contact SMSGT KARA NIELSEN@ (315) 233-2147 ASAP to be scheduled for the test. The results must be available prior to scheduling the OSIB. (Applicant may apply for position prior to test taking). When selectee is approved for appointment by the NGB, attendance of four weeks at the Commissioned Officer Training (COT), Maxwell AFB, AL is MANDATORY. For award of AFSC 41A3, completion of the basic health services administration course is mandatory.

OSIB: An officer Screening and Interviewing Board (OSIB) is projected TBD to interview and/all qualified applicants.

APPLICATION PROCEDURES: Applicants will prepare and forward a Resume, and one (1) copy of AF Form 24 - Application of Appointment as Reserves of the Air Force or USAF Without Component, a copy of their college transcripts with diploma and a copy of their AFOQT Scores (if applicable) **No Later Than Close of Business of Closing Date on Application.**

MAIL APPLICATION TO: 174TH FSS/FSMP
6001 EAST MOLLOY ROAD
HANCOCK FIELD
SYRACUSE, NY 13211-7099
(ATTN: MSGT JESSICA MACMASETER)

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