

***Health Services Administrator
(Traditional Position)***

AFSC 41Ax

******CLOSEOUT DATE: *Open Until Filled*******

AUTHORIZED GRADE: Maj (O-4)

Location: 142 Aeromedical Evacuation Squadron, Delaware Air National Guard, New Castle County Airport, New Castle, DE.

Position is open to commissioned officers (Maj and below) and personnel seeking a commissioning opportunity, who meet the identified Specialty Qualifications.

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.

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.

- 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.

EDUCATION:

The following qualifying and completed degrees are acceptable for application into the MSC. Applicants wishing to apply for a MSC commission must have one of the qualifying degrees listed below:

-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, Health Information Management, Health Information Technology, Emergency Management or other closely related degree.

-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, Emergency Management, Biomedical Engineering, Clinical Engineering and Health Management/Health Systems Engineering, Information Management, Health Information Technology, Operations Research or other closely-related degree.

-Closely related degrees: Applicants may apply with a business-related degree either appropriate to a healthcare environment or closely related to a healthcare/medical administration degree (not clinical or technical degrees). If the degree meets business-related degree requirement, the degree must have successfully completed six of the following 12 subject areas within that degree program (not from several sources, such as other educational institutions): accounting, business management, economics, emergency management, finance, healthcare administration, information management, leadership, marketing, research and analysis, logistics/supply chain management, or statistical analysis.

Graduated qualifying degree with GPA of 3.0 or higher.

ADDITIONAL REQUIREMENTS:

-MSC candidates are required to either have a current Graduate Record Examination (GRE) or Graduate Management Admission Test (GMAT) completed within five years of packet accession packet submission and attain a minimum score of 286 on the GRE or a 400 on GMAT Exam to be accessed. The test is at the candidate's own expense at a location of their choosing. There is no required wait time, should a candidate have to retest. However, it is recommended candidates take the time to study in the area(s) where improvement is needed.

- To be eligible for an original appointment the applicant must be at least 18 years of age and not reached his/her 42nd birthday.

TRAINING REQUIREMENTS:

- For award of AFSC 41A3\A, completion of the basic health services administration course is mandatory.

- For award of AFSC 41A3\A, 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:

The following items must be included in the application package:

- **Resume or Curriculum Vitae**
- **Certified College Transcript**
- **Record Review Rip (if applicable)**
- **Current AF Fitness Assessment Score. (if applicable)**
- **Copy of all OPR/B (Officers) or last five Enlisted Performance Reports (EPR/B)**
- **GRE/GMAT Test Results within past 5 years (min. 286 GRE/400 GMAT)**

Application packages must be forwarded to: 166aw.dsg.jobannouncement@us.af.mil

or

Mailing address:

166 FSS/DSG Job Announcement
2600 Spruance Drive – Bldg. 2812
New Castle DE 19720

Following initial screening, resumes will be forwarded to the 142 AES/CC (Lt Col Boles) for interview/selection process. **Personnel having additional questions concerning the unit should contact Capt Jenifer Mutter at (302)-323-3540.**