

Medical Services Director

Job Number:

DOS004D

Description

This position directs administrative and medical services through the establishment of standards and monitoring of quality. The Medical Services Director is responsible for overseeing operations of all practice units and ensuring units operate according to established standards. Provides leadership to benefits admin team and performs higher level and more challenging tasks in benefits.

Principal Accountabilities:

- Develops effective and efficient medical logistics policies and procedures, and ensures compliance with Department of Defense (DOD) directives
- Provides direction and guidance to a medical staff
- Advises and mentors subcontracted medical staff to develop methods to improve care for all patients
- Assists in advising in the clinical enhancement and expansion and a country-wide patient movement system
- Advises the Management with all aspects of developing medical services policy and strategy
- Coordinates with staff to develop performance metrics and objectives for support
- Participates in employee training and orientation programs
- Provides electronic reports detailing the progress for the month on all tasks
- Provides supports and guidance for cross functional issues that require coordination
- Assures that medical logistics, medical facilities, preventive medicine goals and objectives are completed per current contract
- Works with benefits third party administrators and vendors on any issues regarding plans, coverages, and gaps
- Manages complicated issues such as leave of absence, Defense Base Act (DBA) claims
- Supervises claims processing and benefits administration
- Works with Risk Management in planning/coordinating open enrollment
- Performs other duties as assigned

Qualifications

Knowledge and Skills:

- PA or RN licensed
- Four years or more experience in training medical personnel to include Doctors, Nurses, Paramedics, and Physicians Assistants in classroom environment
- Experience training medical personnel in emergency medical technician functions, preferably in austere environment
- Experience coordinating medical services in austere and/or conflict environments
- Excellent written and verbal communication skills are required.
- Must demonstrate creative problem solving skills and the ability to work independently or as part of a team equally well.
- Knowledge of medical practices related to treatment of work-related illnesses and injuries
- Ability to work collaboratively with all members of the health care team
- Ability to provide templates and guidelines for creation and implementation of new governmental policies; prior experience assisting and mentoring at senior levels required
- Must meet all physical, medical and other requirements for overseas deployment in accordance with current DOD regulations

- Current US Passport

Physical Requirements:

Works in a normal office environment with controlled temperature and lighting conditions
Personnel should be aware that job may require OCONUS travel short notice and under adverse conditions

Experience:

- 15 years experience within the health care system
- Recent operational experience in Afghanistan or Iraq training international forces is highly desired
- Experience in program or project management and office automation programs such as MS Office, PowerPoint, Excel, Microsoft Word required. Experience in professional development and training and working with Middle Eastern or Asian cultures is desired
- Experience in an OCONUS Medical Service Corp environment is desired. A former Medical Service Corp Officer from any Service (O5/O6) with operational experience in Afghanistan, Iraq, and/or other contingency environment or civilian Medical Administrator with experience in Afghanistan, Iraq, and/or other contingency environment is a plus

Education:

Bachelors degree in an associated discipline. Two (2) years experience in related field may be substituted for each year of the four (4) years of college
PA or RN License

Travel

Travel to and between CONUS and OCONUS locations is required.

To apply for this job please send your resume to Dawn.Toro@hrsslc.net